



## PROPERTY INFORMATION REQUEST

Personal information collected on this form is collected for the purpose of requesting property information and providing owner authorization. The personal information is collected under the authority of the *Community Charter and/or Local Government Act* and pursuant to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the District of Highlands, 1980 Millstream Road, Victoria, BC, V9B 6H1, Tel: 250-474-1773.

### 1 PROPERTY INFORMATION

CIVIC ADDRESS \_\_\_\_\_

### 2 REQUESTER INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

Are you the property owner?      Yes      No

\_\_\_\_\_  
SIGNATURE OF REQUESTER

\_\_\_\_\_  
DATE (MM/DD/YYYY)

### 3 FEES

- \$15 fee for building information, which is due upon receipt. Please ensure that your account is promptly paid as further requests will be withheld until payment is received.

The information provided under this request is only for routinely released property information and all personal information will be redacted under Section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

#### Routinely Released Information:

- Certificate of Occupancy
- Zoning Information
- Permits

#### Other information can be obtained from the following providers:

- Covenants and title information: BC Land Titles Office 1-877-577-5872 or <https://ltsa.ca/>
- Assessment information (including year built, legal description, and Parcel ID): BC Assessment 1-866-825-8322 or <https://www.bcassessment.ca/>
- Septic system plans and specifications: Island Health 250-519-3401 or [gateway\\_office@islandhealth.ca](mailto:gateway_office@islandhealth.ca)
- Gas and electrical permits: Technical Safety BC 1-866-566-7233 <https://www.technicalsafetybc.ca/permits>

**Please send your completed form by mail, fax, or email to:**

District of Highlands, 1980 Millstream Road, Victoria BC V9B 6H1 - FAX: 250-474-3677 - EMAIL: [info@highlands.ca](mailto:info@highlands.ca)