



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634 Fax: (250) 642-0541 Email: info@sooke.ca Website: www.sooke.ca

Request for Property Information

Description of Property

Civic Address:		Date:	
Full Legal Description:			

Applicant

Name(s):		Phone #:	
Mailing Address:		Other #:	
Email:			

Please indicate requested information by marking the appropriate box.

	<p>\$75.00– Residential Property building record search per civic address. A building permit record search may provide copies of the following, if available:</p> <ul style="list-style-type: none"> • Permits issued • Survey certificates • Occupancy certificates • Building plans <p style="text-align: right;">*Must have authorization from the owner of property</p> <p style="text-align: right;">This request can take up to 2 – 14 days to process.</p>
	<p>\$120.00 – Commercial Property Building record search per civic address. A building permit record search may provide copies of the following, if available:</p> <ul style="list-style-type: none"> • Permits issued • Survey certificates • Occupancy certificates • Building plans <p>* Must have authorization from the owner of property.</p> <p style="text-align: right;">This request can take up to 2 – 14 days to process.</p>
	<p>\$130.00 per PID – Land Use Information Letter. R, RU, & RM Zones - Generally requested by law firms or real estate agents before finalization of a property sale. A land use information letter provides a summary of the property, based on existing records, and may include the following, as applicable:</p> <ul style="list-style-type: none"> • Confirmation of current zoning • List of any active Rezoning Applications • List of any active Development Permit or Development Variance Permit Applications • List of any active Temporary Use Permit Applications • List of any active Subdivision Applications • List of any active Engineering Permits • Confirmation of any outstanding Riparian Areas Regulation requirements • A written record of Building Permits and occupancy dates • List of open Business Licences • Annual Fire inspection dates (for commercial/industrial properties only)

*Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of **processing your request**. If you have any questions about the collection and use of this information, please contact Corporate Services at 250-642-1634, District Sooke, 2205 Otter Point Road, Sooke, BC V9Z 1J2.*

Land Use Information Letters will provide a summary of routinely available information only and will not include copies of municipal records, nor interpretation or advice. \$350 per PID for multi-family, commercial, industrial, institutional properties. Strata properties pay per parent parcel, not per strata unit. **Land Use Information Letters can take up to 30 days to process.**

Requests for information not included in a Building Record Search or a Land Use Information Letter, should be noted in the section below. Property information that is routinely or publicly available may be processed along with this request, or staff may advise that a [Request for Access to Records](#) under the *Freedom of Information and Protection of Privacy Act* is required.

Details of any specific information requested:

The undersigned being the registered owner (or duly authorized agent with written authorization) request that the District of Sooke examine its records for the above-noted property.

DISCLAIMER: Information provided in building records searches or land use information letters are provided for convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use is or would be in conformity with applicable bylaws and regulations of the District of Sooke.

Signature of Applicant

Date

Signature of Applicant

Date

Please note:

- Questions related to any charges (such as Restrictive Covenants, Statutory Rights-of-way, Covenants, Easements, etc.) registered against a property should be directed to the Land Titles Office www.ltsa.ca or 1-877-577-5872.
- Information related to Health regulations including on-site septic and private wells should be directed to Island Health at 250-519-3401 or Ministry of Environment at EnquiryBC@gov.bc.ca.
- Electrical safety questions should be directed to Technical Safety BC at contact@technicalsafetybc.ca or 1-866-566-7233.

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