

# COMFORT LETTER REQUEST

OWNER'S CONSENT: To be completed by the owner of the property. Alternatively, a signed letter may be attached providing the owner's authorization.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_  
(Name – please print) (Company – if applicable)

Is requesting the following information on the following property:

\_\_\_\_\_  
(Property Address)

\_\_\_\_\_  
(Legal Description)

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

✓	<b>CHECK INFORMATION REQUIRED*</b>
	Does the property currently meet zoning requirements
	Particulars of Building Permits and development permits issued to date
	Is there a current Business Licence registered with the Town
	Are there any outstanding work orders or notices of violation or deficiencies on file with the Building Department
	Has the property been designated by a heritage designation bylaw, included as a heritage designation in an OCP or in a community heritage register
	Are there any Fire Safety Reports and if so please provide
	Other (please specify)

**\*PLEASE NOTE:**

1. Assessment information can be obtained by calling BC Assessment at 1-800-990-1192.
2. The Town does not keep files for the Health Department
3. The Town does not keep records of septic tanks, these can be obtained through Interior Health <https://www.interiorhealth.ca/YourEnvironment/HBE/Pages/Onsite-Sewerage-Systems.aspx>
4. The Town does not maintain files for electrical permits, these can be obtained by calling Technical Safety BC at 1-866-566-7233.
5. There is a \$150 fee for a Comfort Letter request due at time of request.  
\* E-transfers accepted (please contact the Town for instructions).
6. Allow 10 business days to process this request.

Email: [admin@oliver.ca](mailto:admin@oliver.ca) or mail to Box 638, Oliver, BC V0H 1T0