

Records/Information

TYPE 1: Property Information Request & Building Plans

A minimum of 2 business days is required, however, return time may vary due to the complexity of the property file.

Fee \$10.00 + GST

Note: Building Plans are copied by a third-party service and may take longer.

Information to be provided (if available) will include:

- Active permits and status
- Previous permits and occupancy/completion certificates
- Survey's on file (not all copies of survey's can be released under copyright regulations)
- Drawings on file (copyright and Freedom of Information restrictions apply)

TYPE 2: File Research Request (Comfort Letter):

This request is commonly for Commercial and Multi-Family Buildings. This file research request is typically used for real estate transactions and may also be referred to as a comfort letter request. Preparation times are approximately 10 business days.

*Fee \$150

Comfort Letters can be requested through written requests from your legal counsel representative or by checking off the items listed below:

<ul style="list-style-type: none"> <input type="checkbox"/> Outstanding orders from violations of these bylaws: <ul style="list-style-type: none"> • Zoning and Development Bylaw, • Penticton Building Bylaw (includes plumbing/mechanical) • Good Neighbour Bylaw (property nuisances and vacant building permits) • Business Licence Bylaw • Sign Bylaw <input type="checkbox"/> Current zoning and future zoning as per the OCP <input type="checkbox"/> Environmental Assessment or Contamination Records 	<ul style="list-style-type: none"> <input type="checkbox"/> Approved use of the building or a specific portion <input type="checkbox"/> Issued permits without final inspection approval <input type="checkbox"/> Pending permit applications <input type="checkbox"/> Current business licence <input type="checkbox"/> Heritage significance <input type="checkbox"/> Marijuana grow operation records, and, <input type="checkbox"/> Compliance with yard and setback requirements (when you provide recent sealed survey plan with your request)
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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, in person by debit, cash or cheque or by e-transfer (please contact the Town for instructions).