

COMFORT LETTER REQUEST

Date Requested:		Property Address:	
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NAME: _____ of _____
(please print) (Company – if applicable)

EMAIL: _____ PHONE NUMBER: _____

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 _____

✓	CHECK INFORMATION REQUIRED – Please specify
	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)

Email: admin@oliver.ca or mail to Box 638, Oliver, BC V0H 1T0

Allow 10 business days to process this request.

****Fee \$150**

***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. ****\$150 fee for a Comfort Letter is required at time of request, in person by debit, cash or cheque or by credit card (please contact the Town for instructions).**
6. Outstanding Bylaw/Building permit issues will require a specific meeting with Development Services staff. Please email Town of Oliver admin@oliver.ca to arrange a meeting.

The Town of Oliver does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the Town. The records released by Town staff are limited to available information contained within the archived files. Personal information collected on this form is for the purpose of processing the request for property information. The personal information is collected under Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.