

**PROPERTY FILE 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 \_\_\_\_\_

Information to be provided (if available) will include:

- Active permits and status
- Previous permits and Final Occupancy Notice or Completion Notice
- Surveys on file (not all copies of surveys can be released under copyright regulations)
- Drawings on file (copyright and Freedom of Information restrictions apply)

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

Allow a minimum of 20 business days, timing will depend on the complexity of the property

file. \*Fee \$25.00 + \$1.25 GST= \$26.25

**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. \*The fee of \$25 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](mailto: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*.