



**Town of View Royal - Building Services**  
45 View Royal Avenue, Victoria, BC. V9B 1A6  
Ph. 250.708.2256  
[buildingpermits@viewroyal.ca](mailto:buildingpermits@viewroyal.ca)

## PROPERTY INFORMATION REQUEST

The Town endeavours to provide accurate information for the property file search in a timely manner and ensures the privacy of property owners is protected and copyright regulations are followed.

The Town does not guarantee the availability of all information requested nor warranty the accuracy or completeness of information provided. No representations are being made by providing copies; reliance on the information provided will be solely at your own risk and not that of the Town.

Please submit the completed form to [buildingpermits@viewroyal.ca](mailto:buildingpermits@viewroyal.ca) or drop off at Town Hall. Property information requests may have charges as per the *Fees and Charges Bylaw No.958, 2016*; fees must be cleared before information will be released.

Date:					
<b>PROPERTY DESCRIPTION:</b>					
Civic Address:					
Legal Description (if no civic):	Lot(s):	Block:	Section:	Dist:	Plan:

<b>APPLICANT INFORMATION:</b>	
<input type="checkbox"/> Registered Owner <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Contractor/Developer <input type="checkbox"/> Property Management <input type="checkbox"/> Strata Council <input type="checkbox"/> Other	
Name:	Company (if applicable):
Address:	
Phone:	Email:
Signature:	

<b>INFORMATION REQUEST:</b>						
Typical Items: (select all that apply)		Occupancy Permits		Building Permit History		Secondary Suite Permits
		Zoning		Property Survey		Building Plans*
Other (please specify record- we cannot process "any or all"):						
DOCUMENT COPIES: <input type="checkbox"/> Yes <input type="checkbox"/> No				FORMAT: <input type="checkbox"/> Digital <input type="checkbox"/> Paper Copies <input type="checkbox"/> Both		

<b>*REGISTERED OWNER AUTHORIZATION (if required):</b> Due to privacy and copyright legislation, <b>building plans</b> will only be released to the property owner listed on title or else with their written permission. Signed real estate contracts with authorization clause will be acceptable.	
Registered Owner Name(s):	
Address:	
Phone:	Email:
I/we consent and authorize the Applicant identified above to view and/or obtain copies of information regarding my/our property information. I understand proof of ownership may be required as per Section 5.1 (b) of the Freedom of Information & Protection of Privacy Act.	Signature:

This information is collected by the Town of View Royal under the Local Government Act, Community Charter and Section 26 of the Freedom of Information & Protection of Privacy Act and will be used for the purpose of administering requests for property information. Should you have any questions about the collection of this personal information, please contact the FOI Coordinator, 45 View Royal Avenue, 250-479-6800 or [info@viewroyal.ca](mailto:info@viewroyal.ca)