

TOWN OF VIEW ROYAL

Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6
Tel. (250) 479-6800 Fax: (250) 727-9551
<http://www.viewroyal.ca>

**Property Information Request
Application**

Registered Owner Real Estate (Sale & Purchase Agreement) Contractor / Developer
 Property Management Strata Council Other

Description of Property

Civic Address _____ PID _____

Legal Lot(s) _____ Block _____ Section _____ Range _____ Plan _____

Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell		

**Specific
Detail of
Request**

I understand that this request may have associated charges as defined by the *Fees and Charges Bylaw No.958, 2016* and that owing fees must be cleared before information can be released:

Signature: _____ Date : _____

Please list the specific record that you are looking for below:

(Typical requests include, but are not limited to, Survey information, Zoning, Permit History, Occupancy Permits or Secondary Suite information)

Once complete please email to: buildingpermits@viewroyal.ca or drop off at Town Hall.

FOR OFFICE USE ONLY

This area is to track time spent on the request. Each individual that participated must record time below.

Date: _____ Time Spent: _____ Staff Initials _____

Description: _____

Date: _____ Time Spent: _____ Staff Initials _____

Description: _____

Date: _____ Time Spent: _____ Staff Initials _____

Description: _____

**Payment
Information**

Rec'd By	Fees Due:
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