



## “Letters of Comfort” - request for information about a property

The Permits and Inspections Department can provide information on any District property. The information is provided in a letter and will cover details on permits issued, date of occupancy, outstanding work orders, zoning information, and Board of Variance applications. **A Comfort Letter does not provide copies of file records or house plans.** *Requests for copies of file records must be applied for through The Freedom of Information and Protection of Privacy Act in the Legislative Services Department.*

The fee for this service is :

\$225 + GST for single family or duplex properties.

\$315 + GST for condominiums/apartments.

\$520 + GST for commercial, industrial and institutional properties.

To request a Comfort Letter you must submit your request in writing along with payment. Submit Owner’s Authorization Form if the person requesting the information is not the registered property owner. Your request should be specific in nature and specify what information is requested, otherwise, a “general” letter will be provided which could omit a specific concern.

### The letter should include:

- **Owner’s authorization form (if the person requesting the information is not the registered property owner)**
- **Requester name, address and contact phone numbers and faxes**
- **Address of requested property**
- **Legal description of property**
- **Strata Lot Number (if applicable)**
- **Fees outlined above payable to the District of West Vancouver**
- **Itemized request i.e.:**
  - **Details of Permits**
  - **Status of Permits**
  - **Date of Occupancy Certificate**
  - **Outstanding issues**
  - **Zoning**

The letter is prepared within 5 working days of request.

Any questions or further information is available by contacting Naomi Allard at 604-921-2927 in the Permits and Inspections Department.