



“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.*

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**

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



REGISTERED OWNER'S AUTHORIZATION LETTER

This letter is to advise that I/we, the undersigned, am/are the Registered Owner(s) of the property located at:

Subject Property Address

Legal Description

hereby authorize as my Agent:

Agent Name or Company Name

Phone

Address

Email

To do the following (initial applicable items):

1. ___ Act on my behalf for all purposes relative to the application and issuance of a Building Permit
2. ___ Obtain copies of all plans
Owner's Agent must complete and attach a [House Plan Request Form](#). Plans will be provided in a PDF format.
3. ___ Request a Comfort Letter (Property Search)
Property Search typically includes date of occupancy, outstanding work orders, zoning information and details on Board of Variance applications. Note: copies of permits or plans are not provided.
4. ___ Request an address change
To change a house number: the Owner's Agent must complete and attach an [Owner Request for Property Address Change Form](#).

(1) Registered Owner Name and Signature

(2) Registered Owner Name and Signature

Date signed

Date signed

Phone

Phone

Email

Email

Note: All Registered Owners must sign. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority.

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter and will be used for the purpose of processing your authorization request. If you have any questions about the collection, use or disclosure of this information, please call the Legislative Services Department at 604-921-3497.