



Application Date: \_\_\_\_\_

**REQUEST FOR BUILDING PERMIT INFORMATION**  
*(for single family residential properties within the City of Parksville)*

**OWNER/APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City Province Postal Code

Email: \_\_\_\_\_ Phone/Cell #: \_\_\_\_\_

\*All requests for building permit information must be signed by **all registered property owner(s)**.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date:

**LEGAL DESCRIPTION OF PROPERTY:**

PID: \_\_\_\_\_ Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
Lot No. District Lot Plan No.

**REQUEST FOR:**

Historic House Plans for current owner (single family residential)	<input type="checkbox"/> \$100 (paper copy) <input type="checkbox"/> \$40 (USB flash drive)	
Occupancy Permit (copy)	\$ 30	
Other – (Copies .50/page, colour copies \$2/per page)	\$	Details:
<b>TOTAL FEES:</b>	\$	

\*There is a minimum one week processing time for all property information requests.

\_\_\_\_\_  
Building Inspector Approval

\_\_\_\_\_  
Date

*Personal information is collected under authority of the Land Title Act, Local Government Act, Strata Property Act and Freedom of Information Act (British Columbia) and will only be used for the purpose of processing the development permit application and ancillary documentation. For further inquiries please contact the City's Freedom of Information Coordinator at 250 954-4660.*