

# Bulletin: Property Information Request

## Application Requirements



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*If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaw and/or codes shall be the legal authority.*

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### Purpose

A process to provide copies of City documents and plans from the **Building & Permitting branch** regarding a specific property or properties.

The City does not guarantee the availability of information for all files. The City endeavors 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.

### Requirements

Provide a completed Property Information Request form (attached), to City Hall or email to [developmentsservicesinfo@kelowna.ca](mailto:developmentsservicesinfo@kelowna.ca)

Owner's Authorization signed by the property owner(s). A City of Kelowna Owner's Authorization form or Real Estate Listing will be accepted alongside a Property Information Request form in lieu of obtaining the owner's signature. If the property is a strata, authorization from the Strata Council is also required. Digital signatures must be Docu-Verified.

### Cost

The rate for a property information request is \$30 an hour. Standard requests will be billed for 1.5 hours, totaling \$45.00 plus applicable taxes. Any complex requests requiring additional time beyond the initial 1.5 hours will incur a further \$30 per hour fee which will be added once the file search is complete.

Fees are payable by cash, cheque, or debit in person, or by credit card online (you will receive an email with a link to pay). Upon receipt of payment, files are sent via One Drive.

In addition, homeowners requesting information prior to submission of a building permit can have the property information request fee applied as a credit towards their building permit fees, with proof of payment.

Requests for changes in zoning/land use, site development, and comfort letters must be requested separately through the appropriate department.

## PROPERTY INFORMATION REQUEST

Request to copy civic file for list below

<b>DATE:</b>	
Municipal Address(es):	
Legal Description(s):	

**Owner's Authorization below to be complete and signed by owner(s) listed on title.  
Signed real estate contracts with authorization clause or a City of Kelowna Owner's  
Authorization form will be accepted in lieu of owner(s) signature.**

OWNER AUTHORIZATION/INFORMATION	
Registered Owner(s) Name: <i>(please print)</i>	
Owner/Authorized Signature(s): <input type="checkbox"/> MLS Listing Contract <input type="checkbox"/> City Of Kelowna Owner Authorization Form	
Address:	
Phone:	
Email:	

STRATA AUTHORIZATION / INFORMATION	
Strata Authorized Name: <i>(please print)</i>	
Strata Plan #:	
Strata Authorized Signature(s):	
Strata Council Position:	
Address:	
Phone:	
Email:	

<b>PERMISSION GIVEN TO:</b>	
Name/Company Name: <i>(please print)</i>	
Signature:	
Additional Name: <i>(if applicable)</i>	
Signature:	
Address:	
Phone:	
Email:	

Requestor will be notified within 1 to 3 business days. Return time may vary due to the complexity of the property file.

Property files and invoices will be sent to the requestor listed under the "Permission Given To" section unless indicated otherwise.

Information to be provided (if available) will include:

- Property overlay with a link to the City Map Viewer
- Current Zoning with a link to the current Zoning Bylaw
- Permit List indicating the status of all permits
- Building Permit Documents for:
  - Dwellings & Main Building Structures
  - Accessory buildings
  - Swimming pools
  - Wood stoves
  - Secondary suites/ carriage houses
- Occupancy permits for:
  - Main building structure
  - Accessory structures
  - Secondary suite /carriage house