

Property Information

The Roll Number is the last 8 digits of the Folio Number: 06-771-00000.000

SEARCH WILL BE CONDUCTED ONLY BY THIS ROLL NUMBER PROVIDED BY THE APPLICANT	<table border="1" style="border-collapse: collapse; width: 100px; height: 30px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Civic Address											
Legal Description (Lot Number, Plan Number)											
<p>This information can be obtained from the property tax assessment notice or from the local BC Assessment office. If the property was previously subdivided, please also provide the previous roll number. Searches are conducted only by the roll number provided, <u>NOT</u> the civic address. Your application cannot be processed without this information.</p>											

Building Inspection Archives Research Procedures/Terms

1. The archives research fees prescribed under Appendix A of the Comox Valley Regional District Building Bylaw No. 681, 2024 shall be paid in advance of all requests for any information contained in the records on file in the archives.
2. The archives research fees are non-refundable.
3. The archives research fees do not apply to active permit files.
4. Any person may request information on permits issued and the status of any inspections completed upon application and receipt of the fee subject to the Freedom of Information and Protection of Privacy Act.
5. The owner and his or her representatives may review the files in the presence of the building department staff upon application and receipt of the fee subject to the Freedom of Information and Protection of Privacy Act.
6. Copies of the information contained in the records are available to the owner and his or her representatives upon request and receipt of the copying fee subject to the Freedom of Information and Protection of Privacy Act.
7. **CVRD does not make any assurances that the information sought by the applicant is either contained or complete in any archived files retained by the CVRD. The archive report prepared by the building official is limited in scope to the available information contained within the archived files and is NOT based on recent site inspections of the property.**

Important Information about the Building Bylaw: *In this section the words in italics have the same meaning as in the British Columbia Building Code.*

1. The building bylaw was enacted for the purpose of regulating construction within the regional district in the general public interest for the sole purpose of providing a limited and interim spot-checking function for reason of health, safety and the protection of persons and property.
2. It is not contemplated nor intended, nor does the purpose of the bylaw extend to:
 - a) the protection of owners, owner/builders or constructors from economic loss;
 - b) the assumption by the regional district or any building official of any responsibility for ensuring the compliance with the building code, the building bylaw or any other enactment with respect to a *building or structure*;
 - c) providing any person a warranty of design or workmanship;
 - d) providing any person a warranty that construction is free from latent, or any defects;
 - e) providing any person a warranty that construction is in compliance with the building code, the building bylaw or any other enactment with respect to a *building or structure*.
3. No person shall rely upon any permit as establishing compliance with the bylaw or assume or conclude that the bylaw has been administered or enforced according to its terms. The person to whom the permit is issued and his or her representatives are responsible for making such determination.

Notice of Collection of Personal information The personal information on this form is collected under the authority of Section 26(C) of the Freedom of Information and Protection of Privacy Act (FIPPA), Local Government Act and CVRD bylaws and will be used solely for the administration, enforcement and processing of this application. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to the FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 770 Harmston Rd, Courtenay, BC or at 250-334-6000.

Declaration and Owner Authorization for Representative to Access Information

By signing below, the Owner certifies that they are the registered owner of the property described in the "Property Information" section above and hereby provides authorization for the Representative named below to act for the registered Owner in the matter of the archives research for the property described above and has read and understands the procedures and terms found on this application. If the Owner is a firm or corporation, include the name and title of the signing officer and affix corporate seal. By signing below, the Representative certifies that they have read and understand the procedures and terms found on this application.

I AUTHORIZE THE REPRESENTATIVE TO OBTAIN A COPY OF THE PLANS AND SITE SURVEY, IF AVAILABLE, SUBJECT TO APPLICABLE FEES. YES NO

Name of Registered Owner <i>(always required)</i>	Owner Signature <i>(always required)</i>	Telephone	Email
Name of Authorized Representative	Representative Signature	Telephone	Email

Form ARR rev 03/24

- Buildings Containing 1 or 2 Dwelling Units & Other Buildings: **\$100.00**
- Standard Buildings: **\$100.00**
- Complex Buildings & Structures: **\$250.00**

BLDG05 Archives Research \$

EMAIL YOUR COMPLETED REQUEST TO: building@comoxvalleyrd.ca