



## PROPERTY & BUILDING COMPLIANCE LETTER REQUEST

### PART 1: APPLICANT INFORMATION

Company: _____	Name: _____
Address: _____	City: _____
Province: _____	Postal: _____
Phone: _____	Email: _____

### PART 2: INFORMATION AREAS & FEE CATEGORIES

Site Address: \_\_\_\_\_ Unit#: \_\_\_\_\_

Information Areas and Fee Categories A & B			
	Business Licensing		Bylaws – Property Use
	Construction Permits & Inspections		Engineering – Utilities
	Land Use		

Information Areas and Fee Categories C & D			
	Fire Department – Comfort Letter		Fire Department – Underground Oil Tanks

Fee Categories				
<b>Single Family or Duplex</b> \$110.00 + \$5.50 GST (Each Property)	<b>Multiple Unit Residential</b> \$210.00 + \$10.50 GST (Each Unit)	<b>Commercial, Industrial or Institutional</b> \$210.00 + \$10.50 GST (Each Property)	<b>Fire Dept. Comfort Letter*</b> \$80.00* + \$4.00 GST (Each Property)	<b>Fire Dept. Underground Oil Tank No Fee</b> (Each Property)

Total Fee(s) \_\_\_\_\_

### PART 3: APPLICANT DECLARATION

I am the owner of the property at the site address; or

I have written consent of the property owner or property management company of the site address (attach authorization).

**Applicant Signature:**  **Date:**

\*Fees for Fire Department Comfort Letters are \$80.00 per hour + GST. The average fee is \$80.00 (1 hour), however, if more time is needed to conduct the file search, the Fire Department can charge \$50.00 + GST per hour thereafter.

The City collects your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or [FOIPrivacy@cnv.org](mailto:FOIPrivacy@cnv.org) or 604-985-7761.