



CORPORATION OF THE CITY OF VERNON
 3400 – 30th Street, Vernon, B.C., V1T 5E6
 ph: 250-545-1361
 fx: 250-545-5309
 www.vernon.ca

PROPERTY INFORMATION REQUEST

APPLICATION DATE: _____
 ALLOW 7 DAYS FOR SEARCH COMPLETION

APPLICATION FEE: \$75.00 Receipt # _____

CITY FILE NUMBER: MP

ADDRESS OF SEARCH	CIVIC:
	LOT # PLAN # FOLIO NUMBER
APPLICANT	ADDRESS: PC:
NAME:	PHONE: FAX: EMAIL:
	<i>WE HEREBY REQUEST THAT THE PLANNING, DEVELOPMENT ENGINEERING SERVICES DIVISION EXAMINE PRESENT RECORDS TO DETERMINE IF IT HAS KNOWLEDGE OF A VIOLATION OF THE CITY OF VERNON'S ZONING BYLAW, BUILDING AND PLUMBING BYLAW, AND BUSINESS LICENCE BYLAW IN REGARDS TO THE ABOVE NOTED PROPERTY. NOTE: FIRE SECTION APPLIES ONLY TO COMMERCIAL AND INSTITUTIONAL PROPERTIES.</i>
INITIALS DATE	
<input type="checkbox"/>	COUNTER CLERK SEARCH FOR AND NOTE OPEN PERMITS:
	BUILDING DEPARTMENT
<input type="checkbox"/>	OUR RECORDS REVEAL NO KNOWN VIOLATION REGARDING THE BUILDING/PLUMBING BYLAW.
<input type="checkbox"/>	AN OCCUPANCY PERMIT HAS BEEN ISSUED FOR THE SUBJECT PROPERTY.
<input type="checkbox"/>	OUR RECORDS REVEAL AN ACTIVE BUILDING/PLUMBING PERMIT ON FILE. NO OCCUPANCY PERMIT HAS BEEN ISSUED TO DATE.
<input type="checkbox"/>	OUR RECORDS INDICATE THAT THE BUILDING/PLUMBING BYLAW HAS BEEN VIOLATED AND BRIEF PARTICULARS ARE DESCRIBED BELOW.
BUILDING DEPT. COMMENTS:	
	PLANNING DEPARTMENT
<input type="checkbox"/>	OUR RECORDS REVEAL NO KNOWN VIOLATION REGARDING THE ZONING BYLAW.
<input type="checkbox"/>	OUR RECORDS DO NOT CONTAIN A LOT SITE PLAN VERIFYING THE POSITION OF STRUCTURES ON THE SITE. THEREFORE, SETBACKS, SITE COVERAGE AND DENSITY CANNOT BE VERIFIED.
<input type="checkbox"/>	OUR RECORDS REVEAL THAT THE ZONING BYLAW HAS BEEN VIOLATED AND BRIEF PARTICULARS ARE DESCRIBED BELOW.
<input type="checkbox"/>	PROPERTY ZONING DESIGNATION IS: _____ A COPY OF THE APPLICABLE ZONING REGULATION IS ATTACHED.
PLANNING DEPT. COMMENTS:	

INITIALS	DATE	
		BUSINESS LICENSING AND BYLAW ENFORCEMENT
<input type="checkbox"/>		OUR RECORDS REVEAL THAT AN OPEN BUSINESS LICENCE HAS BEEN ISSUED FOR THE SUBJECT PROPERTY.
<input type="checkbox"/>		OUR RECORDS REVEAL THAT THE BUSINESS LICENCE BYLAW HAS BEEN VIOLATED AND BRIEF PARTICULARS ARE DESCRIBED BELOW.
<input type="checkbox"/>		OUR RECORDS REVEAL THAT AN OPEN BUSINESS LICENCE HAS NOT BEEN ISSUED FOR THE SUBJECT PROPERTY.
BUSINESS LICENSING COMMENTS		

		FIRE DEPARTMENT (COMMERCIAL / INSTITUTIONAL PROPERTIES ONLY)
<input type="checkbox"/>		OUR RECORDS INDICATE THAT THERE ARE NO OUTSTANDING OFFICE OF THE FIRE COMMISSIONER ORDERS AGAINST THE SUBJECT PROPERTY.
<input type="checkbox"/>		OUR RECORDS INDICATE THAT AN OUTSTANDING OFFICE OF THE FIRE COMMISSIONER ORDER AGAINST THE SUBJECT PROPERTY EXISTS AND BRIEF PARTICULARS ARE ATTACHED HERETO PERTAINING TO THE ORDER...
FIRE DEPT. COMMENTS:		