



OFFICE USE ONLY Application Received (mm/dd/yyyy): _____ <input type="checkbox"/> Payment Received Folder Number: MP _____

PROPERTY INFORMATION REQUEST

Property Selection

Enter the City of Vernon civic address or PID for which the request is being made:

Address

PID (optional)

City

Province

Postal Code

Contact Information

Please enter your contact information below:

First Name

Initial

Last Name

Phone

Contact Email Address

Address

City

Province

Postal Code

What is a Property Information Request?

A Property Information Request allows for the development community and the public to obtain information regarding building, zoning, and bylaw infractions on a particular property. This type of request can also help to determine if there are any violations on the property that are known to the City, whether or not an occupancy permit has been issued, and what the current zoning of the property is. The files pertaining to the property are researched by our building, planning, and bylaw compliance departments, as well as the fire department (for commercial or industrial properties only). If there is a survey certificate on file, a copy will be included in the results.

Who can apply?

All information provided will be **routine release**¹ information only. As such, anyone can apply for this information.

How much does it cost?

There is a **\$100 non-refundable** application fee for each Property Information Request.

How long will it take?

We ask that you **allow the City (7) business days to complete the search** and send you the results via email.

How can I apply?

Apply and pay online using our web portal: <http://www.vernon.ca/PIR>. **Mastercard or Visa is required** to complete the online application process.

If applying online, we recommend using your MyCity account to login. This will allow you to view the status of your request as it is being reviewed by each department. There is also a guest option available if you do not wish to set up a MyCity account.

You can also apply and pay in person (cash/debit/cheque) at the Community Services Building at 3001 32nd Ave, Vernon, by completing the front of this form.

Disclaimer

The City does not guarantee the accuracy or completeness of the information being provided. The City is not responsible for costs incurred or damages sustained as a result of errors, deficiencies, and/or omissions in the documents.

1 *"Routine Release" means the disclosure of specified types of information as a matter of course without the necessity of a formal Freedom of Information (FOI) request.*