CITY OF VANCOUVER

This cover page contains information about the contents of the document that follows. For more information, please refer to our webpage: vancouver.ca/property-research.

Overview:
This document may be used to make an application for copies of routinely releasable documents maintained by City's Development, Buildings and Licensing Department. These include copies of issued permits, and other permit application related records.

Who to contact for more information:
If you would like more information or require this application to be accessible in an alternate format, please contact us by calling 3-1-1 or email us at property.research@vancouver.ca.

Application Fees
Applications will not be reviewed until we have received a completed application form, completed authorization form (if required) and all applicable fees. Please refer to our webpage (link provided above) for details on specific fee amounts.

If you're unable to provide specific details of the document(s) you are requesting (i.e. date range, a reference number for the record, etc.), we will charge you a minimum fee for two hours of research time and additional fees may be required if it takes longer to process the request.

We will be in touch shortly after receiving your application form, and advise you that your fee is available to pay online (payments can be made using Visa, Master Card or American Express).

Please note that you can also look up permits through the City's online permit search tool for free. The online search tool has data related to permits issued after 2016, and can be accessed here: https://vancouver.ca/permit-search

To Submit Your Application
Download and complete the Property Research Request Application Form. Submit the completed form and all applicable documents by email to property.research@vancouver.ca.

In addition to the application form, you may also need to include an Owner/Strata Authorization Form (accessible on our webpage - link provided above) for the submission to be considered complete. These are required for applications that are submitted by a third party (i.e. anyone other than the registered property owner).

City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia, Canada V5Y 1V4
vancouver.ca
app: Van311

Last updated: 26/10/2022
DOC/2020/089712

Page 1 of 3

CITY OF VANCOUVER

Property Location (address of the property you would like us to review)

Required Fields:			
Street No.	Street Name		Suite/Unit No.

Optional Fields:			
Lot	Block	District Lot	Plan
Other Location Information (for example, "request is related to only the commercial units in this mixed use building", or perhaps "the request relates to only the building addressed as '1212' on this parcel"):			

Applicant Information

First Name		Last Name	
Company Name (if applicable)			
Street No.	Street Name		Suite/Unit No.
City/Town	Province		Postal Code
Primary Telephone No.	Secondary Telephone No.	Email	
Applicant is (select one) ☐ Owner ☐ Agent for Owner ☐ Tenant ☐ Other (specify) _____			
CoV Online Account Name			

City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia, Canada V5Y 1V4
vancouver.ca
app: Van311

Last updated: 26/10/2022
DOC/2020/089712

Page 2 of 3

Documents Requested (provide reference number if available)

Please list the specific documents you would like to request:

Please provide a date range for the requested document(s) (i.e. a range of dates when these documents would have been submitted and/or approved):

Please describe in detail the reason you are requesting these items (for example, what are you planning on using this to accomplish). We ask for this information as it can help us find the information you need.

Preauthorization for Fees

The fees associated with this request will be determined by us after we have reviewed your application. The fees will be based on the complexity of the request and staff resource it takes to process the request.

For open-ended research requests, we will charge for the first two hours of research time immediately. If we are unable to complete the request in this period, would you like us to:

☐   Continue our work understanding that additional fees will be charged for each hour of research time.

☐   Contact you to provide an update and obtain approval for charging additional fees before continuing to work on the request.

Please note that older application records are less comprehensive than modern-day submissions. While we will do our best to find the information you have requested, we cannot guarantee that the particular information/documentation you need is available.

City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia, Canada V5Y 1V4
vancouver.ca
app: Van311

Last updated: 26/10/2022
DOC/2020/089712

Page 3 of 3