



CITY OF  
PORT ALBERNI

# PROPERTY SEARCH REQUEST

## PROPERTY SEARCH REQUEST FEES:

Residential \$75.00 (+GST) (other fees/taxes may apply)

Commercial/Multi-Family \$150.00 (+GST) (other fees/taxes may apply)

Property search requests are typically requested by members of the public and are used for real estate transactions or information. If the application is not the current owner of the property, authorization must be provided to the applicant. If you are not the registered owner of the property, or an authorized representative working on their behalf, or are requesting information not identified in this application, you will need to submit a Freedom of Information Request with the FOI Coordinator of the City of Port Alberni. This process does not guarantee that all (or any) of the requested documents and information will be available. The property Search Request fee is non-refundable regardless of results.

### Part One – Property Information

Building Type: ☐ Single-Family Residential

☐ Commercial/Multi-Family/Other

Civic address of property: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Part Two – Applicant Information

Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

### Part Three – Owner Information

Owner(s) name(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_, being the registered owner of the above address hereby authorize the requested property information be released to the applicant.

Signature of owner: \_\_\_\_\_

### Part Four – Requested Information

Preferred method of receiving your request:

☐ Email – most common (smaller files only)

☐ Digital – additional \$25 +taxes or applicant to supply new unopened USB

☐ Mail/pickup (additional fees will apply)

Please indicate the information you would like to receive:

☐ All Drawings on File

☐ Active and pending permits with status

☐ Issued permits with/without final inspection approval

☐ Current business licences

☐ Records of development permits

☐ Heritage significance

☐ Other (please specify): \_\_\_\_\_

The City of Port Alberni does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the City. The records released by City staff are limited to available information contained within the archive files. It is understood that any permissions given by the owner expires 30 days after the date of submission. The release of records by the City of Port Alberni is subject to the provisions of the Freedom of Information and Protection Privacy Act.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### City of Port Alberni Development Services

Upper - 4835 Argyle Street, Port Alberni, BC V9Y 1V9

Email: [developmentsservices@portalberni.ca](mailto:developmentsservices@portalberni.ca) Phone: 1-250-720-2835