DISTRICT OF METCHOSIN

4450 Happy Valley Road
Victoria, B.C., V9C 3Z3
Tel: (250) 474-3196
Fax: (250) 474-6298
Email: building@metchosin.ca

File 9400-20

Request for Property Information

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Civic Address: _____

Property Legal Description: _____

☐ I am the owner of the above-mentioned property and request a search of property information and copies of documents

☐ I am not the owner of the above noted property but have permission from the owners to request a search of property information and copies of documents

Owners Name: _____ Owners Phone #: _____

Owners Signature: _____

Please indicate which documents you require copies of: (ie: survey, occupancy certificate, site plan, etc).

_____

_____

The fee of $26.25 (includes GST) is payable at the time of the request. The District of Metchosin accepts payment of CASH, DEBIT or CHEQUE only.

DISCLAIMER: Information provided in building records searches are provided for convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use is or would be in conformity with applicable bylaws and regulations of the District of Metchosin

Signature: _____ Date: _____

Personal information contained on this form is collected under the "*Freedom of Information and Protection of Privacy Act*" sections 26 (c) and will be only used for the purpose of issuing this permit. Inquiries about the collection or use of information on this form can be directed to the Clerk Administrator of the District of Metchosin. (Rev.January 2026)