



Property Information Requests

What is a property information request?

This is a service for homeowners, contractors, or realtors looking for information about a property. We can provide copies of city documents designated for routine release for a small fee. Property file requests will no longer be offered as a free, walk-in service, beginning October 1, 2023. Requests for non-routine documents (i.e. building plans, professional reports) should be emailed to planning@peachland.ca for consideration.

If you are looking to get a status letter or complete a FOI (freedom of information) request please see the section titled *What are the Ways to Access District Records*.

You may not need this service. Check these links from the District website to see if the information you want can be obtained for free.

- [Zoning Bylaw](#) – general zoning regulations, specific zone descriptions which includes information such as primary & secondary land uses, setbacks, height, and lot coverage.
- [Geographic Information Service](#) (GIS) – mapping and imagery, zone designation, future land use designation, assessment information, legal information, development permit areas, fire response times, waste collection schedules, development permits, and more
- [Official Community Plan](#) – land use strategies, development permit area information, community vision.
- [Building Bylaw](#) – building regulations

The following information is held by other organizations: (web links provided as a courtesy and may change)

- Assessment information can be obtained from BC Assessment at www.bcassessment.ca
- Septic information can be obtained from Interior Health at www.interiorhealth.ca
- Electrical information can be obtained from Technical Safety BC at www.technicalsaftybc.ca
- Grow-op information can be obtained from the RCMP non-emergency contact at www.rcmp-grc.gc.ca/detach/en/d/201

How Do I Make a Request?

1. Fill out a Property Information Request Form and email it to planning@peachland.ca or drop it off at Municipal Hall.
2. For a basic property request, pay the non-refundable fee by e-transfer to payments@peachland.ca. Reference 'PIR' and the property address in the comments, or in-person using cash, cheque, or debit. For a status letter or FOI, contact the District for your request.

- Allow 2-3 business days for your request to be processed, however, return time depends on the complexity of the property and volume of inquiries
- Payment is required prior to information being released
- The District does not guarantee availability of full information for all files/properties
- The source, accuracy, and completeness of information varies and the District does not, in any way, guarantee the accuracy or suitability of information for your project or purposes. It is the responsibility of the requestor to verify it
- The District endeavours to provide information in a timely manner while ensuring the privacy of property owners is protected and copyright provisions are followed
- Information can not be released without owner permission
- This is a non-refundable fee regardless of the quality or quantity of information available

What will you get?

If the information is available, you will be emailed the following for a typical property file request:

- Notification of active building permits and status
- Copy of previous permits and occupancy/completion information
- Copy of survey or location certificate if allowable by copyright
- Notification of approved development permits and/or variances
- Confirmation of registered secondary suite
- Confirmation of community sewer connection
- Copy of subdivision plan

What are the costs?

Property File Request: \$50

Property Status Letter: \$50 + \$30.00/hr if over 15 minutes

Freedom of Information Request: as per the District's [Fees and Charges Bylaw](#)

What are the Ways to Access District Records?

Property information can be requested from the District's property folio files in three ways:

1. Property file request

- copies of records designated for routine release – fastest & meets most people's needs.
- requests are made to Planning & Development Services using the [Property Information Request Form](#).
- approximately 2 business days.

Property Status Letter

- a summary letter in response to specific questions that are requested through a lawyer via a letter or email.
- usually for multi-family or commercial/industrial properties.
- requests are made to Planning & Development Services.
- approximately 10 business days.

Freedom of information request

- records not usually given out routinely.
- requires up to 30 days & can cost more.
- requests are made to Corporate Services using the [Freedom of Information \(FOI\) Request Form](#).

Fees as per Schedule 1 – Building Permit Fees (point 14) of Bylaw 2277, and/or Schedule C – Planning and Development Miscellaneous Services (point 4) of Bylaw 1979.

Information searches subject to \$30.00/hr fee if over 15 minutes as per Schedule C – Planning and Development Miscellaneous Services (point 3) of Bylaw 1979.