



500 2 Avenue NE, Box 40, Salmon Arm, BC V1E 4N2  
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email: [propertysearch@salmonarm.ca](mailto:propertysearch@salmonarm.ca) website: [www.salmonarm.ca](http://www.salmonarm.ca)

## Property File Search Request

Contact Information:

Name/Title/Organization Name: _____
Address: _____
Phone: _____
Email: _____

Property Address: \_\_\_\_\_

Property File Search Request - This request allows for the release of the following information which is routinely released with personal information redacted. Pursuant to the City of Salmon Arm Fee for Service Bylaw No. 2498, the fee for providing routine release information is \$50.00 plus GST. Your request will not be processed until payment is received. If you are looking to obtain information other than the items listed below, please note that a formal *Freedom of Information and Protection of Privacy* request may be made to [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca). Please mark the information requested:

- Building permits/Final and/or Temporary Occupancy permits
- Outstanding Building permits
- Survey Certificate
- Residential Building Plans
- Homeowner Protection Act Registration
- Current Bylaw infractions
- Current Business Licence
- Property Zoning/OCP Designation
- Active Development permits/Rezoning applications
- Active Variances
- City of Salmon Arm Community Heritage Register

Signature: _____	Printed name: _____
Date: _____	

Note: Information will be released upon receipt of payment of applicable fees in accordance with the Fee for Service Bylaw No. 2498 as consolidated

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your request