



Letters of Comfort

District of North Vancouver

Building Department - 355 West Queens Rd, North Vancouver, BC V7N 4N5
Phone: 604-990-2480 or eMail: building@dnv.org
Fax: 604-984-9683

“Letters of Comfort”, “Siting Letters”, “Survey Letters”, “Letters of Non-conformance”, “Letter of Permits and Inspections”... and similar ‘titled’ requests for information about a property

The Building Department can provide information on any District property for which information can be released under the Freedom of Information and Protection of Privacy Act.

This service is provided by way of written request from the applicant, and a response letter will be returned. A typical request will be responded to within two weeks, or earlier from receipt of request.

A fee is payable for this service and can be found in our Fees and Charges Bylaw #6481, Schedule B, located on our website at www.dnv.org Payment by cheque, debit, credit card or cash is payable to the District of North Vancouver and must be received with the written request.

The request should be specific in nature and specify what information is required, otherwise a ‘general non-specific’ letter will be provided.

The letter should include:

- **Requester name, address, and contact phone numbers and faxes**
- **Address of requested property**
- **Legal Description of property**
- **PID and/or roll number of property**
- **Strata Lot Number (if applicable)**

Examples of questions and information you may wish to request, but are not limited to:

- **records of permits and inspections**
- **occupancy issue date**
- **outstanding issues**
- **business licence information**
- **secondary suite**
- **zoning**
- **environmental**

Any questions or further information is available by contacting Lucy Mason, 604-990-2242 in the Building Department, email: building@dnv.org.