



**City of Revelstoke  
Development Services**

216 Mackenzie Ave, Revelstoke, BC  
250-837-3637 | [development@revelstoke.ca](mailto:development@revelstoke.ca)

**APPLICATION FORM  
COMFORT LETTER REQUEST**

Comfort Letters are typically requested by members of the public and are used for real estate transactions, if the applicant is not the current owner of the property, authorization must be provided to the applicant. If the owner does not provide authorization, only limited, public information will be available.

**Part One - Applicant information**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Type of Property:  Single Family Dwelling  Other: \_\_\_\_\_  
Method of receiving the completed Comfort Letter:  Email  Mail  Pick up  Other: \_\_\_\_\_

**Part Two - Property and Owner information (if applicable)**

Civic Address: \_\_\_\_\_  
Owner(s) Name(s): \_\_\_\_\_ Ph. \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part Three - Requested Information**

Please indicate below the information you would like to receive as part of this Comfort Letter, please keep in mind that without the authorization of the current land owner some information is not available.

- Approved use of the building or a specific portion of the building
  - Active Permits and status
  - Issued permits without final inspection approval
  - Pending permit applications
  - Records of Building Permits, Phased Development Agreements, Development Permits, Development Variance Permits and Demolition Permits
  - Current business licences
  - Heritage significance
  - Compliance with yard setbacks (when you provide a recent, sealed survey plan with your request)
  - Other specific information requested by the applicant that can reasonably be obtained (please indicate)
- \_\_\_\_\_

The City of Revelstoke 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 archived 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 Revelstoke is subject to the provisions of the Freedom of Information and Protection Privacy Act.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date