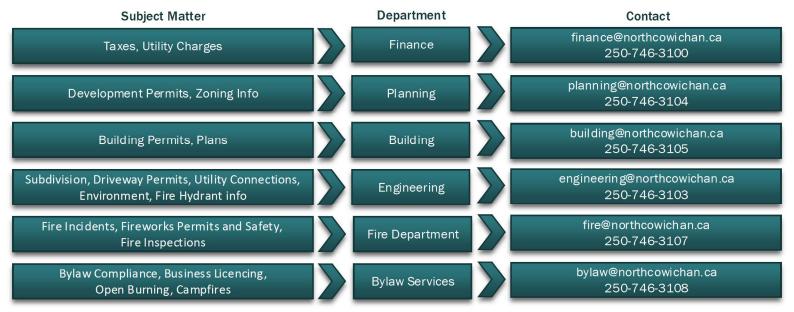


# How do I obtain property-related information?

#### Determine the Department that can best answer your questions

#### Common questions:

- Was a building permit issued? (Building) Does zoning allow for X on my property? (Planning)
- How do I pay my property taxes? (Finance)
- What are the building setbacks? (Building) Can we connect to municipal sewer? (Engineering)
- Do I need a burning permit? (Bylaw Compliance)



Contact the department directly, or call the main line 250-746-3100 and ask to be transferred.

## For COPIES of routinely available records or those approved for streamlined FOI



<sup>\*</sup>Comprehensive Routinely Available and Streamlined Records Lists are available on our website under "Municipal Hall" - "Access to Records".

# For COPIES of records NOT routinely available or approved for streamlined FOI



Must be in writing, be specific



Fill out online FOI Request Form or email: foi@northcowichan.ca

For more information, including access to our online FOI Request Form, go to "Municipal Hall" - "Access to Records" on our website.

### PLEASE NOTE – if the Municipality is not the official office of record for a document, please contact the appropriate organization directly.

