

# Request for Information Comfort Letters



Comfort Letters are often requested from the Community Planning & Development Department by a law firm or individual regarding a certain property within Delta. The timeframe to complete a comfort letter can take *up to* six (6) weeks to process depending on the complexity of the request. Please contact the Application Centre for any question you may have at 604-946-3380 or email [cpd@delta.ca](mailto:cpd@delta.ca)

The fee for a comfort letter is based per Property Identification Number (PID), as listed in the request letter:

- \$75 plus 5% GST for residential (\$78.75)
- \$200 plus 5% GST for industrial / commercial / multi-family (\$210.00)

Requests are to be in written format, with the cheque attached (payable to 'City of Delta'). The request must include:

- PID(s) and legal description of the property/properties in question
- A detailed outline of the information the requestor is seeking, such as:
  - Building and plumbing permits
  - Existing zoning and permitted uses
  - Official Community Plan designation
  - Compliance with environmental acts
  - Occupancy permits
  - Outstanding violations

The information contained in the comfort letter is based on a review of the Community Planning & Development Department's records only. Information from the Office of Climate Action and Environment's records will be supplied upon request. You may wish to contact the following agencies / department for further information:

- **Technical Safety BC** at 1-866-566-7233 or <http://www.technicalsaftybc.ca> for electrical and gas matters;
- **British Columbia Ministry of Environment** at 1-800-663-7867 for further information regarding spills, hazardous materials or contraventions of the Environmental Management Act;
- **Metro Vancouver** at 604-432-6200 for any records contained in their files on non-compliance with the applicable bylaws and regulations;
- **Fraser Health** at 1-877-935-5669 or 604-587-4600; and
- **City of Delta, Fire & Emergency Services Department** at 604-946-8541 for information regarding fires or spills.

Upon completion of the letter, the response will be emailed to the requestor. Requests that have been processed are not eligible for a refund of the fee.

