

# CERTIFICATE of TITLE

November 30-2020

## BUILDING PERMIT REQUIRMENTS;

The Towns Building Department is now requiring the applicant to provide a Certificate of Title, and any associated charges in the Towns interest, at application stage. This will help speed up the application process with the onus on the applicant to provide, understand each charge and indicate how you are fulfilling these charges. The Certificate of Title needs to be current, within 30 days of the application date. Digital copies of title restriction documents such as Statutory Rights of Way, Easements or Covenants in favor of the Town or Comox Valley Regional District, complete with registration numbers are to be provided. Development Permits registered on title also need to be identified and the applicant shall provide copies of the DP/DVP and show how these charges are satisfied.

Building Permit applications submitted without a current title search , and attached charges, will be returned without review.