



This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.

Comfort Letters

No.: INFO-53

Date: 2022-07-20

This bulletin is to inform owners and legal professionals on Comfort Letters requested from the Building Approvals Department.

Summary

Comfort Letters provided by the Building Approvals department informs the applicant of any active, issued, and outstanding permits on a property. Typically a comfort letter is requested by potential buyers who want to understand the property's building permit history and to ensure that there are no outstanding items prior to purchase.

Comfort Letters can also be inquired **separately** from other City Departments including:

- Business License
- Bylaws
- Development Applications
- Environmental Sustainability
- Zoning

Application Requirements

- The request for a Comfort Letter must be submitted by a lawyer, a notary, or other legal professionals to buildingapplications@richmond.ca.
 - Please note that a comfort letter from other City departments must be requested separately.
- A fee is charged per civic address and cheques must be made out to City of Richmond, please refer to the [Consolidated Fees Bylaw](#) for details.

References

- City of Richmond, Development and Rezoning Comfort Letters, (www.richmond.ca/business-development/devzoning/comfortletters.htm).
- City of Richmond, City Bylaws Chapter List (www.richmond.ca/city-hall/bylaws/chapter.htm).

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.