

Request MySaanich Folder Access Code



Only a registered owner or the authorized agent can request the folder access code. Each folder has its own unique access code and the requestor will receive a separate email with the access code for each requested folder.

Complete form fields below and email your request to OnlineServices@saanich.ca

Required fields*

Folder Number(s) *

Civic Address *

The following information is required to verify the requestor. You must use the same email, and phone that was used for the application.

I am an owner **

I am the authorized applicant/agent

Company Name (if applicable)

Contact Name *

Contact Email *

Contact Phone Number *

*Allow 3 business days for processing. **All registered owners with an email will receive the access code(s).*

Email completed form to OnlineServices@saanich.ca