

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

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administering this request. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, e. foi@saanich.ca