

# APPLICATION TO CHANGE PROPERTY CIVIC ADDRESS

District of Saanich – Finance



Date of Application: \_\_\_\_\_

## Owner Information

Name (s)

Email

Phone

Cell

## Existing Address & Legal Identity of Property

Address

LEGAL DESCRIPTION - PID

LOT

PLAN

SECTION

LAND DISTRICT

## PROPOSED ADDRESS

Address

Reason for Change: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

1) Give customer copy of this form and their receipt, then;

Fee: \$100 + gst per address = \$105.00      Date Paid: \_\_\_\_\_      Receipt #: \_\_\_\_\_

Application will be considered according to the following:

1. Applicant is registered owner of property
2. Meets numbering policy
3. Meets future numbering [guidelines](#)
4. Meets emergency vehicle considerations
5. Has no outstanding applications or permits under the existing number

## FINANCE DEPARTMENT ONLY

(Credit Account #2240.3772)

(Office Use Only)

Address Change:      Approved      ☐      Denied      ☐

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
Freedom of Information and Protection of Privacy Act (FIPPA). This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for processing this application. Please note that particulars about this permit including the owner name and civic address will be treated as public information and may be used for reporting and statistical purposes. Questions can be directed to the District's Information and Privacy Team at 770 Vernon Avenue, Victoria, BC V8W 2W7 Tel. 250-475-1775; Email: [foi@saanich.ca](mailto:foi@saanich.ca) . Updated November 2025