

Request a routine record search to search filed information and plans related to the construction and development of a property.

We can disclose information to the public at large or to the individual(s) the record directly relates to. This record search examines Planning and Development Services, Development Permitting and Building Services files only.

Property Information

Property address											
Legal description		Lot			Block			Plan			
<i>If applicable</i>	Quarter		Section		Township		Range		Meridian		

Applicant Information

Applicant name(s)											
Contact name (<i>if different</i>)											
Applicant address											
City/county					Province			Postal code			
Phone number					Email						

Please select one of the below options:

- I am the registered landowner of the property.
- I am an authorized agent working on behalf of the registered landowner (see below authorization).

I, _____, am the owner of the property and consent to allowing
 Landowner name

_____ to proceed with this request on my behalf.
 Authorized agent name

Landowner Information

Complete this section if different than applicant.

Landowner name(s)											
Landowner address											
City/county					Province			Postal code			
Phone number					Email						

Please indicate which record(s) you are requesting:

	Approved permit	Inspection report(s)	Permit service report	Document	Description of permit / report requested, such as house, garage, shed etc.
	<i>Anyone can request the below items.</i>	<i>Only the registered landowner or authorized agent can request the below items.</i>			
Existing RPR / statement of compliance	N/A	N/A	N/A	<input type="checkbox"/>	
Development permit	<input type="checkbox"/>	N/A	N/A	N/A	
Building permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Gas permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Plumbing permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Electrical permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Private sewage disposal permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Building plans	N/A	N/A	N/A	<input type="checkbox"/>	

Requests for copies of documents start at \$40 plus GST for one record request, with an additional \$5 charged for each additional record. All records will be emailed to the applicant.

Applicant signature