

**APPLICANT INFORMATION**

NAME / COMPANY: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY / PROVINCE: \_\_\_\_\_  
 POSTAL CODE: \_\_\_\_\_  
 PHONE NO.: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

SELECT ONE {  
 PROPERTY OWNER   
 AUTHORIZED AGENT   
 LEGAL REPRESENTATIVE

**PROPERTY INFORMATION**

MUNICIPALITY: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_ CIVIC ADDRESS: \_\_\_\_\_

**TYPE OF DOCUMENTS REQUESTED**

BUILDING PLANS / DRAWINGS  INSPECTION REPORT(S)   
 PERMIT PACKAGE  OTHER (specify) \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ TYPE OF BUILDING: \_\_\_\_\_  
 DIGITAL  PAPER COPY

REASON FOR REQUEST: \_\_\_\_\_

**REQUIRED SUPPORTING DOCUMENTATION**

Signed Letter of Authorization from the property owner (if requester is not the owner)  Status of Title - if ownership information is missing or outdated (current within 30 days of application)

**It is recommended to contact the office if further clarification on required documents is needed.**

**DECLARATION**

*I hereby certify that the information provided in this request is accurate and complete. I understand that reproduction of building plans may be subject to copyright laws and may require authorization from the owner of the plans.*

Applicant Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICABLE FEES**

*Fees for reproduction of plans and RRPD records will be charged in accordance with the current Fee By-law. Fees must be paid prior to release of any documents.*

Initial Search Fee (base fee) – includes 1 hour of search time	\$128.00 + GST
Scanning fee (paper reproduction – up to 11" x 17")	\$12.70 first page plus \$6.30 add'l page + GST
Digital Documents	\$1.24 per page after min. fee of \$10.00 + GST

***There may be an additional charge for reproduction of documents if time should exceed estimated calculation.***

***All fees must be paid prior to release of requested documents***

**INITIAL SEARCH FEE REQUIRED AT THE TIME OF SUBMISSION**

*Applicants have up to 30 days from the date the estimate is given to indicate if it is accepted. After this period, the request would be considered to be abandoned. Red River Planning District shall send notification when the records are ready.*

**OFFICE USE ONLY:**

DATE OF SUBMISSION: _____	DATE OF ESTIMATE: _____			
ACCEPTANCE RECEIVED: _____ (STAFF NAME & DATE)				
INITIAL FEE	PAGES	SUBTOTAL	GST 5%	TOTAL
FEE TOTAL _____				