

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from the property owner (if requester is not the owner) Status of Title - if ownership information is missing or outdated (current within 30 days of application)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
Each additional hour	\$102.00
Scanning fee (paper reproduction – up to 11” x 17”)	\$12.70 first page plus \$6.30 add'l page
Digital Documents	\$1.24 per page after min. fee of \$10.00

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. Reproduction can take up to 20 business days.

Reproduction shall not commence until payment, completed form and applicable documentation are received.

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	HOURS	PAGES	SUBTOTAL	GST 5%	TOTAL
FEE TOTAL					