

Request for Copy of House Plans



1. Property details

Lot: _____
LP/PS: _____
Street Number: _____
Street: _____
Town: _____

2. What plans are required?

<input type="checkbox"/>	Floor Plan	<input type="checkbox"/>	Building Permit
<input type="checkbox"/>	Elevation Plan	<input type="checkbox"/>	Certificate of Final
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Occupancy Certificate

3. Reason for request

4. Contact person details

Name: _____
Business: _____
Postal Address: _____
Email Address: _____
Telephone: _____
Signature: _____

5. Owner details

Name: _____
Business: _____
Postal Address: _____
Email Address: _____
Telephone: _____
Signature: _____

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6. Further detail

Plan delivery: Email (*provide address below*) **or** Mail (*provide address below*)

Email Address: _____

Postal Address: _____

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7. Disclaimer

I understand that this is a search and copy fee and if no documentation is available, the fee will be not be refunded.

I have attached proof of ownership or the property owners written consent with this request.

Signature: _____

Date: / / _____

Office use only

Receipt to request number: RM ____ / _____

Fee received: \$ _____

Receipt No: _____

(Forward to Building Department)