

**Infrastructure and Development
Services Department**

82 Erie Street, 2nd Floor
Stratford, ON N5A 2M4
Phone: (519) 271-0250
Fax (519) 271-5966
www.stratfordcanada.ca



Request for Copies of Documents/Plans

Please complete the form below to request copies of a survey, plan, building permit, etc. from a Building and Planning file or record. Owner authorization is required for all requests. A minimum of forty eight (48) business hours is required for producing documents.	Office Stamp/Received
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A. Subject Property

Address:	
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Requested Documents:	
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B. Person requesting information

Name:		Company:	
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Address:	
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Telephone Number:		Cell Number:	
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Email:	
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C. Declaration from the Property Owner

I, _____, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to obtain copies of:

- Survey(s) Site Plans Building Permit(s)
 Plumbing Records Other: _____

Date:		Signature:	
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D. Fees (HST included in prices)

Search & Research time: \$7.50 per 15 minutes	Time spent:	Total Fee:
Plan/Plotter Copy: \$5 per page	No. of Pages:	Total Fee:
Photocopies: \$0.23 per page 8 1/2 x 11 or 11 x 14	No. of Pages:	Total Fee:
Method of Payment:		Total: