



Building and Planning Services Department  
82 Erie Street, 3<sup>rd</sup> Floor  
Stratford ON N55A 2M4

(519) 271-0250 Ext. 345  
building@stratford.ca  
planning@stratford.ca  
www.stratford.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:

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Survey(s)        | <input type="checkbox"/> Site Plans   | <input type="checkbox"/> Building Permit(s) |
| <input type="checkbox"/> Plumbing Records | <input type="checkbox"/> Other: _____ |   |

Date:		Signature:	
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#### D. Fees (HST included in prices)(internal use only)

Search & Research time: \$16.00 per 15 minutes	Time spent:	Total Fee:
Plan/Plotter Copy: \$23.00 per page	No. of Pages:	Total Fee:
Photocopies: \$0.22 per page Letter, Legal, Tabloid In colour: \$0.84 per page	No. of Pages:	Total Fee:
<b>Method of Payment:</b>		<b>Total:</b>

Surveys: \$28.00 Flat Fee