

# SEARCH OF RECORDS



*A Search of Records is a formal request from owners or agents with written authorization from the owner to search for documentation from the City of Edmonton (Real Property Report or Legal surveys are not available).*

## SECTION 1: APPLICANT INFORMATION

Applicant Name / Company Name:

Applicant Address:

City:

Province:

Postal Code:

Contact Name: (if different from applicant)

Contact Phone Number:

Contact Email Address:

The applicant certifies the information provided on this application is accurate and complete.

Applicant Signature:

## SECTION 2: PROPERTY ADDRESS FOR APPLICATION

Address:

City:

Edmonton

Province:

Alberta

If you are unsure of your address, provide your legal description below:

Plan:

Block:

Lot:

### Search of Records Form | 04.16

The personal information collected on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used to process your Search of Records application. If you have questions or concerns about the collection, use, disclosure or destruction of the personal information collected on this form, please contact Service Advisor, Permits and Licensing Service Centre, 5th floor, 10250 – 101 street, Edmonton, AB, T5J3P4, 780-442-5054.

### SECTION 3: WHICH RECORDS ARE YOU SEARCHING FOR?

Select all that apply

- ☐ Copies of Building Plans (such as blueprints or stamped drawings) Plans larger than 11x17 in size must be viewed in person and additional fees apply.

Copies of Permits (does not include building plans such as blueprints or stamped drawings)

- ☐ Development ☐ Building ☐ Plumbing & Gas  
☐ Heating Ventilation & Air Conditioning (HVAC) ☐ Electrical (as of January 2011)

Time-frame:

From:

month/year

to

month/year

Outstanding Inspections

- ☐ Building ☐ Electrical (as of January 2011)  
☐ Plumbing & Gas ☐ Heating Ventilation & Air Conditioning (HVAC)

- ☐ Bylaw Infraction Complaints (within 1 year period)

- ☐ Compliance Letters (a summary of compliance review based on a Real Property Report, RPR not provided)

- ☐ Encroachment Agreements

- ☐ Sign Permits

### SECTION 4: HOW DO YOU WANT TO RECEIVE YOUR DOCUMENTS?

Applicants will be notified when documents are ready. Select the option for delivery that you prefer:

- ☐ Pickup in person

- ☐ Email

- ☐ Mail (If mailing address is different from Section 1, provide a mailing address in the space provided below)

Address:

City:

Province:

Postal Code:

#### WHERE TO APPLY

Development Services, HSBC Bank Place  
5th floor, 10250 - 101 Street NW  
Edmonton, AB T5J 3P4  
Monday - Friday, 8am to 4:30pm

#### QUESTIONS?

Phone: **311** or if outside of Edmonton  
780-442-5311  
Email: [sdsearchofrecords@edmonton.ca](mailto:sdsearchofrecords@edmonton.ca)

#### FEES

For additional information,  
visit: [edmonton.ca/permitfees](http://edmonton.ca/permitfees)

**Edmonton**