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: APPLICATION INFORMATION

Applicant Name / Company Name:

Applicant Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>Province:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Contact Name: (if different from applicant)</th>
<th>Contact Phone Number:</th>
<th>Contact Email Address:</th>
</tr>
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<tbody>
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</table>

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

Applicant Signature:

SECTION 2: PROPERTY ADDRESS FOR APPLICATION

Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>Province:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edmonton</td>
<td>Alberta</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Plan:</th>
<th>Block:</th>
<th>Lot:</th>
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<tbody>
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Search of Records Form  | 02.17

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, Edmonton Service Centre, 2nd floor, 10111 – 104 AVENUE NW, Edmonton, AB, T5J0J4, 780–442–5054.
### SECTION 3: WHICH RECORDS ARE YOU SEARCHING FOR?

Select all that apply

*Additional fees apply for printing. Plans Larger than 11” x 17” in size must be viewed in person before printing.*

- [ ] Copies of Building Plans (such as blueprints or stamped drawings)
- [ ] 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?

Select a delivery option. Applicants will be notified when documents are ready.

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

**Address:** [ ]

**City:** [ ]

**Province:** [ ]

**Postal Code:** [ ]