

# 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 Reports and 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:

Province:

If you are unsure of the address, provide the legal description below.

Plan:

Block:

Lot:

### ***Search of Records Form | 2020***

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 (not including 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:

to

Outstanding Inspections:

Building

Electrical (as of January 2011)

Plumbing & Gas

Heating, Ventilation & Air Conditioning (HVAC)

Lot Grading:

Plans

Certificate

Status

Bylaw Infraction Complaints (within 1-year period)

Compliance Letters (A summary of compliance review based on Real Property Report; RPR not provided)

Encroachment Agreements

Sign Permits

## SECTION 3: 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 below.)

Address:

City:

Province:

Postal Code:

### WHERE TO APPLY

Edmonton Service Centre  
2nd Floor, 10111 104 Avenue NW  
Edmonton AB T05J 0J4  
Monday-Friday, 8am to 4:30pm

### QUESTIONS?

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

### FEES

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

Edmonton