

SEARCH OF RECORDS APPLICATION FORM

Files and Plans

POSSE Job # _____

APPLICANT INFORMATION:

APPLICANT NAME: _____

PHONE NUMBER: _____ FAX NO: _____ CELL NO: _____

INTEREST OF APPLICANT (i.e. Owner, Lawyer, Other): _____

***NOTE*: If the applicant is not the owner, authorization from the owner is required.**

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and used of this information, please contact the FOIP Representative at (780) 496-6052.

SEARCH DETAILS:

MUNICIPAL ADDRESS OF PROPERTY FOR SEARCH: _____

LEGAL DESCRIPTION: PLAN: _____ BLOCK: _____ LOT: _____

1. **SAFETY CODES OUTSTANDING DEFICIENCIES and ORDERS:** (Building) (Plumbing and Gas) (HVAC) (Electrical)

2. **COPIES OF PERMITS FOR:**

Development: Building: Plumbing & Gas: HVAC: Electrical:

- Search Dates Between: _____ and _____
- There is an additional charge of \$0.25 per copy *

3. **COPIES OF BUILDING PLANS:**

- Building plans for Residential Projects are retained for 3 years plus the current year, Commercial Projects are retained for 10 years plus the current year.
- There is an additional charge for copying building plans. Plans **must** be viewed in person before printing.
- Identify the Project: _____

4. **BYLAW INFRACTION SEARCH:** (Complaint Search - 1 Year Time Period)

5. **OTHER INFORMATION:** (Please Specify) _____

Date: _____ Applicant's Signature: _____

FEE INFORMATION:

(Payment must be submitted with the application)

Standard SEARCH OF RECORDS Fee (per title lot) **\$ 104.00** (GST is not applicable)
(Copies of plans reproduced are charged based on the size and number of pages requested)

How shall **we notify you** once the process is complete?

Mail file search results to me:

FAX file search results (originals will be mailed):

Contact name if different from applicant: _____ Phone No. _____

OR, Call me for pick up or to view plans:

Method of Payment (Check one): Cash _____ Cheque _____ Visa _____ MasterCard _____ American Express _____

Card Number: _____ Expiry date: ____/____

Cardholder Name: _____

SEARCH OF RECORDS APPLICATION FORM

Files and Plans

A Search of Records and Plans Request is an examination of the Current Planning Branch records Vault and the Community Standards Investigations Section files only.

Our office does not do a site inspection and there may be deficiencies and bylaw infractions of which we are not currently aware. Therefore, the search results do not mean that the building complies with the Zoning Bylaw, Building, Electrical, Heating or Plumbing Codes, nor does it alter conditions required by a current permit.

The information contained within these files is not warranted to be a complete history of the property as there may be other City of Edmonton departments that have files concerning the property. The information is provided on the express understanding that we incur no responsibility whatever in furnishing it.

The City of Edmonton does not conduct independent environmental checks of land within the City. If you are concerned about the suitability of the property for any purpose, you should conduct your own tests and reviews.

If the applicant is not the owner, authorization from the owner is required.

If you request the following information you will be provided with the following:

1. SAFETY CODES DEFICIENCIES AND OUTSTANDING ORDERS: (Building)

A review of the file to see that everything that has been constructed on the property has had permits taken out and has had inspections. Deficiency or infraction notes on Building, Plumbing & Gas and Heating, Ventilation & Air Conditioning (HVAC) inspections & Electrical (as of Jan 1, 2011) are included.

2. COPIES OF PERMITS:

If requested, we will provide copies of the available permits: Development, Building, Plumbing & Gas and Heating, Ventilation & Air Conditioning (HVAC) and Electrical (as of Jan 1st, 2011). There is an additional charge of \$0.25 per copy.

3. COPIES OF BUILDING PLANS:

Residential: Building plans for residential projects are retained for 3 years plus the current year.

Commercial: Building plans for commercial projects are retained for 10 years plus the current year.

Plans must be viewed in person before they are sent out to be reproduced. There is an additional charge for the copying of plans based on the size and number of pages requested.

4. BYLAW INFRACTION SEARCH:

Conducted for a one (1) year time period from the date the request is received in our office. The following are the Bylaws and Acts that the Community Standards Branch are charged with enforcing: 7083, 8081, 9668, 10396, 10398, 12308, 12452, 12513, 13145, 13521, 13777, 14600, 14614, Sections 545, 546 and 645 of the Municipal Government Act, Part 9 Division 2 of the Environmental Protection and Enhancement Act and the Weed Act. To view Bylaws on line visit the City Website at: www.edmonton.ca

Information related to the status and issuance of Municipal Tickets and Violation Tickets to individuals is not included.

5. OTHER INFORMATION: (Please Specify)

Our record vault files may also contain the following information: Encroachment Agreements and Compliance Certificate letters. Real Property Reports (RPR) and Legal Surveys are **not** available as the survey company that produced them holds the copyright. Or specify any additional information you require.

If you are looking for additional contact information on search services provided by City of Edmonton departments, visit the City Website at: www.edmonton.ca