

A record search request is an examination of Planning and Development Services, Development Permitting and Building Services files only. It is used to retrieve filed information or plans relating to the construction and development of a property. Please complete this form and indicate the service that you require.

Property Address _____

Legal description Lot _____ or Condo Unit _____ Block _____ Plan _____

(if applicable) Quarter _____ Section _____ Township _____ Range _____ Meridian 4

Applicant Name(s) _____ Contact Name _____
(If different than applicant)

Applicant Address _____

City _____ Province _____ Postal code _____

Phone number _____ Alternate phone _____ email _____

Copies of existing RPR/Statement of Compliance, Land Use Enforcement Documents, Inspection Reports, Permit Service Reports and Building Plans can only be obtained by the registered landowner or an agent working on behalf of the registered landowner or the legal counsel of the registered landowner. If you would like to obtain these records, please complete this section.

- I am the registered landowner of the property
- I am an authorized agent working on behalf of the registered landowner

I, _____ am the owner of the property and consent to
Print Landowner Name

allow _____ to proceed with this request on my behalf.
Print Applicant Name

Signature of Registered Landowner

Date (yyyy-mm-dd)

- I am an active member in good standing with the Alberta Law Society or an equivalent organization in another Canadian jurisdiction and am making this request for records in my capacity as legal counsel for the registered landowner.

Print name

Signature

Date (yyyy-mm-dd)

NOTE: For condominium properties, the written authorization of the condominium board or association may be required for a Record Search relating to RPR/Statement of Compliance, Land Use Enforcement Documents, Inspection Reports, Permit Service Reports and Building Plans.

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used in the management and administration of Strathcona County's File and Record Search Request process. If you have questions about the collection or use of your personal information, contact the Coordinator, Development Permitting, Planning and Development Services, Strathcona County at 780-464-8080.

Completed form to be submitted when records are being requested. Information provided will be used to complete the request. Request will be stored in the digital property file and retained in accordance with the County's document retention policy.

Request for summary report (Residential requests only) - \$25.00 each. Additional units within any one building can be requested for \$10.00/unit

- Records pertaining to status of development from the past 10 years provided as a summary table. Includes the nature of the permit, permit number, applicant name, issued date and status, and land use bylaw infractions status.
- Records pertaining to status of building, electrical, plumbing, gas, and private sewage permits from the past 10 years provided as a summary table. Includes the nature of the permit, permit number, applicant name, issued date and status and inspection status.

Request for copies of documents - \$35.00 minimum fee for one item plus \$10.00 for each additional item. Indicate which documents are being requested

	Approved Permit	Inspection Report(s)	Permit Service Report	Document	Additional information or description of permit/report that is required <i>(i.e. house, garage, shed etc.)</i>
	<i>Public</i>	<i>Registered Landowner or Authorized Agent Only or Legal Counsel</i>			
Existing RPR/Statement of Compliance	n/a	n/a	n/a	<input type="checkbox"/>	
Development Permit	<input type="checkbox"/>	n/a	n/a	n/a	
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Deck Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Gas Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Plumbing Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Electrical Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Private Sewage Disposal Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Land Use Bylaw Infraction	n/a	n/a	n/a	<input type="checkbox"/>	

Request for copy of building plans (Registered Landowner, Authorized Agent, or Legal Counsel only)

- Copy/scan of residential building plans **\$100.00** plus additional printing costs for plans larger than 11" x 17"
- Copy/scan of commercial building plans – including multi-family buildings - **\$100.00** plus additional printing costs for plans larger than 11" x 17"

For office use only

Fees paid by Cheque Credit Card Cash

Summary Report		Date received		Roll #	
RPR/Compliance				File #	
Documents		Received by		Entered by	
Building Plans				Date completed	
Total		Notes			
Receipt #					