



FILE SEARCH – REQUEST FOR INFORMATION

Complete this form when requesting any information from a property or permit file, including septic documentation. Submit the form to the Building Department with the required minimum \$20.00 + HST fee (could be up to \$80/hr for more extensive searches).

Please be advised that:

- a) there is no guarantee that the Town has the requested information,
- b) the associated fee is non-refundable,
- c) certain information may require a Freedom of Information Request,
- d) there is a maximum 5 day turn around, and
- e) all information provided will be stamped "COPY".

1. Municipal Address: _____

2. Permit No. _____

3. Specify the information you are requesting: _____

4. Are you the owner of the property?

YES

NO

(If NO, you must submit an Authorization Form signed by the legal owner stating that you have permission to obtain the desired information.)

5. Please complete the contact information and choose the method by which you wish to receive the requested information:

Print Name: _____

Signature: _____

Mailing Address: _____

Phone Number :

()

Fax Number: ()

Pickup

Mail

Fax

Email

Terry Paquette, CBCO
Chief Building Official