Request for Duplication of Files

Permit information is available in the posting book and/or on the computer terminal at the front counter. Research must be completed by the requester. Requests will be processed by staff within 7 to 10 working days.

Copies of stamped plans by an engineer or architect will not be provided, please contact the engineer or architect for copies.
If you request hard copies of the files a fee of $0.10 per page for the first 20 pages and $0.07 per page over 21 pages will be due when the information is picked up in the office. There is no charge for files sent by e-mail.

Please list requested permit numbers below. Use a second form if more space is needed. If you request hardcopies you will be notified when your copies are ready and of the balance due.

Permit Number(s):

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Name: _____   Phone number: _____

Email address: _____
(if records are to be sent electronically)

Date records requested: _____

Staff Use Only:

Hardcopies: Email:

Date notified requester: _____   Date emailed: _____

_____ copies @ 0.10 $_____

_____ copies @ 0.07 $_____

Total due: $_____

Prepared by: _____