City Service Centre
9505 – 112 Street
Grande Prairie, AB
T8V 6H8

FILE SEARCH REQUEST

Requests can be submitted electronically by emailing all required documentation to:

Development: devpermits@cityofgp.com or Contact 780-538-0325
Inspections: inspections@cityofgp.com or Contact 780-538-0421

FILE SEARCH ADDRESS	Municipal Address: _____ Legal Description Lot:_____ Block:_____ Plan: _____
APPLICANT INFORMATION	Name:_____ Phone:_____ Address:_____ Postal Code:_____ Email: _____

Please indicate the type of **Development Documents** you are requesting:

☐ Development Permit ☐ Real Property Report (RPR) ☐ Other _____

Please indicate the type of **Inspection Documents** you are requesting:

☐ Building Plans ☐ Permit Copies ☐ Inspection Reports ☐ Permit Service Reports ☐ Occupancy Certificate

☐ Other _____

Development File Search application fee: **$25.00 per municipal address**
Inspection File Search application fee: **$25.00 per municipal address**
Document fees (if there are documents to provide): **$25.00**

I wish to receive the information by:

☐ Email
☐ Mail
☐ Pick Up

FILE SEARCH FEES ARE NON-REFUNDABLE

Signature*:_____ Date:_____

*By typing or signing your name on the signature line, you agree that all information submitted on this declaration is true and accurate

I HAVE INCLUDED WITH THIS COMPLETED APPLICATION:

☐ $25.00 Development File Search Fee
☐ $25.00 Inspection File Search Fee
☐ $25.00 Document Fee (if there are documents to provide)

OFFICE USE ONLY

DEV FILE SEARCH FEE: $_____

INSP FILE SEARCH FEE: $_____

DOCUMENT FEE: $_____

RECEIPT #:_____

DATE: _____

NOTES:

1. If the file search request is in relation to RFP/Tender for the City of Grande Prairie, please contact: Purchasing Department at 780-538-0344
2. This information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact: City of Grande Prairie F.O.I.P. Coordinator at 780-538-0300.