

Fees (per form/address)

Development File Search application fee: \$25.00

Inspection File Search application fee: \$25.00

Document fees (if there are documents to provide): \$25.00

FILE SEARCH FEES ARE NON-REFUNDABLE

Submission Information

Requests can be submitted electronically by emailing a completed form to:

Development Permitting: devpermits@cityofgp.com **Inspections Services:** inspections@cityofgp.com

Completed forms may also be dropped off in person at: **City Service Centre, 9505 – 112 Street, Grande Prairie, Alberta, T8V 6H8**

If the file search request is in relation to RFP / Tender for the City of Grande Prairie, please contact: Purchasing Department at 780-538-03442

Questions

If you have questions about the application form or the application process, please contact Development Permitting at **780-538-0325** or Inspections Services at **780-538-0421**.

FOIP Act Policy

The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act as per Section 33(c) and will be used to respond to your request to access information. Please forward any questions or concerns to the City of Grande Prairie FOIP Coordinator at 10205 - 98 Street, Grande Prairie, AB T8V 2E7, cityclks@cityofgp.com.

File Search Address

Municipal Address

Legal Description

Lot:

Block:

Plan:

Applicant Information

Name

Address

Postal Code

Phone

Email

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

☐ Real Property Report (RPR)

☐ Development Permits

☐ Other (specify)

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

☐ Inspection Services Permit (specify discipline below)

☐ Inspection Reports (specify discipline below)

☐ Permit Service Reports

☐ Occupancy Certificate

☐ Building Plans

☐ Other (specify)

I wish to receive the information by:

☐ Email

☐ Mail

☐ Pick-up

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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.

For Office Use Only

Dev. Search Fee

Document Fee

Date

Insp. Search Fee

Receipt #