

Fees (per form/address)

- Development File Search application fee: \$30.00
- Inspection File Search application fee: \$30.00
- Document fees (if there are documents to provide): \$30.00
- **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.

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 FOIP@cityofgp.com.

Section A: File Search Address

Municipal Address:

Legal:

Lot:

Block:

Plan:

Section B: Applicant Information

Name:

Address:

City:

Province:

Postal Code:

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

Real Property Report (RPR) Development Permits Other (specify):

Section D: 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):

Section E: 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.

Office Use Only

Dev. Search Fee:

Document Fee:

Date:

Insp. Search Fee:

Receipt #: