

## Submission Information

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

- Inspections Services: [inspections@cityofgp.com](mailto:inspections@cityofgp.com)

Completed forms may also be dropped off in person at:

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

## Processing Times (Per Address)

- Residential Requests are processed within 5-7 business days.
- Commercial Requests are processed within 7-10 business days.

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.

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

## Privacy Statement

The personal information collected on this form is collected under the authority of section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA"), the Safety Codes Act, RSA 2000, c. S-1, the City of Grande Prairie Land Use Bylaw C-1260, as amended and related enactments. The information is collected for the purpose of processing and responding to a file search request, comply with legal requirements, or as otherwise authorized under POPA and other applicable legislation. The City collects, uses and discloses personal information in accordance with POPA and the Access to Information Act, SA 2024, c. A-1.4 ("ATIA"), and will take reasonable steps to protect personal information and only disclose it as authorized by law or with written consent. If you have questions about the collection, use, disclosure or retention of your personal information, contact Inspection Services at 780-538-0421 or email [inspections@cityofgp.com](mailto:inspections@cityofgp.com).

## Applicant Information

Records provided through a files search are limited to records in the custody or control of the City of Grande Prairie at the time of the search request. Requests that require further review under applicable legislation may be referred for processing through the City's formal Access to Information Request. The city does not warrant the completeness of historical records.

Drawings, plans and other works are protected under the Copyright Act. Any drawings provided by the City must not be relied upon for construction, permitting, or design purposes and may not be reproduced, modified, or used to prepare new drawings without permission from the copyright holder.

- The following link provides you with a guide on who can request documents. Please view [this](#) prior to sending your file search request.
- If your search is Environmental or Fire related, please apply [here](#).
- All Inspections fees can be found at [Bylaw C-1395 Fees, Rates and Charges](#).

## Section A: File Search Address

Municipal Address:

Legal:

Lot:

Block:

Plan:

## Section B: Applicant Information

Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Email Address:

## Section C: Please indicate the type of documents you are requesting and for what purpose:

## Section D: I wish to receive the information by:

Email    Mail    Pick-up

Signature:

Date:

Print Name:

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