Building and Planning Services Department
82 Erie Street, 3rd Floor
Stratford ON N55A 2M4
(519) 271-0250 Ext. 345
building@stratford.ca
planning@stratford.ca
www.stratford.ca

Request for Copies of Documents/Plans

Please complete the form below to request copies of a survey, plan, building permit, etc. from a Building and Planning file or record. Owner authorization is required for all requests. A minimum of forty eight (48) business hours is required for producing documents.	Office Stamp/Received

A. Subject Property

Address:	

Requested Documents:	

B. Person requesting information

Name:		Company:	

Address:	

Telephone Number:		Cell Number:	

Email:	

C. Declaration from the Property Owner

I,_____, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to obtain copies of:

- ☐ Survey(s)
- ☐ Site Plans
- ☐ Building Permit(s)
- ☐ Plumbing Records
- ☐ Other: _____

Date:		Signature:	

D. Fees (HST included in prices)(internal use only)

Search & Research time: $16.38 per 15 minutes	Time spent:	Total Fee:
Plan/Plotter Copy: $23.55 per page	No. of Pages:	Total Fee:
Photocopies: $0.23 per page Letter, Legal, Tabloid In colour: $0.86 per page	No. of Pages:	Total Fee:
Method of Payment:		**Total:**

Surveys: $28.67 Flat Fee