

INFORMATION REQUEST

Request	Details	Fee
Simple Information Request	<p>The most common request made under this category is for construction plans.</p> <p>Please note that if the requester is not the owner of the property, a letter of authorization is required from the owner that includes the owner's contact information.</p> <p>Furthermore, if the owner is a corporation, a copy of the articles is required as well as a letter of authorization signed by a listed director.</p>	<p>\$95 per address and permit</p> <p>\$15.00 each additional address and permit</p>
Standard work order letter	Provides details on active building permits, violations, work orders and the zoning designation that may apply to a property	\$90
Expedited standard work order letter	Same as above. 1 business day turnaround.	\$120
Compliance to Swimming Pool Fence By-law	With field inspection	\$225
Survey Plan check	Confirmation that a survey plan is in compliance with the Zoning By-law: 1 legible copy, preferably 11x17 or less	\$60
Zoning compliance letter	Request to confirm if a specific use is permitted at a specific address (must state the use)	\$100
Building permit search letter	A formal letter that provides the status and description of building permits	\$60
Special research request	Complex or more detailed information request. Contact staff to confirm category type.	\$110

The requests must be submitted in letter format.

Letter must include:

- Municipal address
- Name of applicant
- Full address of applicant
- Daytime telephone number
- Email address

The applicable fee must be submitted with your requests. Faxed requests and copies of cheque sent in mail will not be accepted. **Acceptable forms of payment are Cash, Cheque or Debit.** Cheques should be made payable to City of London.

Courier Address	Mailing Address
300 Dufferin Avenue Room 706 London ON N6B 1Z2	PO Box 5035 Room 706 N6A 4L9