



**CITY OF LONDON - DEVELOPMENT & COMPLIANCE
BUILDING DIVISION
BUILDING INFORMATION REQUEST**

DATE:

MUNICIPAL ADDRESS:

DESCRIPTION OF PROPERTY / REQUEST: (eg. single family/commercial etc.)

INFORMATION REQUESTED:

REQUEST RECEIVED FROM (please print):

TELEPHONE NO:

EMAIL:

REQUESTER'S SIGNATURE:

The Building Division may have copies of:

- Construction plans, permits, inspectors notes or permit applications

NOTE: Fees are non-refundable and if you are requesting construction plans for a property that you do not own, a letter of authorization is required from the owner that includes the owner's contact information.

* FOR OFFICE USE ONLY *

MINIMUM FEE FOR REQUEST: \$95.00 per address and first permit, \$15.00 each additional permit

Date Monies Received:

CSR Initials:

REPRODUCTION CHARGES:

No. of Copies

Cost per Copy

24" X36" @ \$8.00 =

\$

18" X 24" @ \$4.00 =

\$

8 1/2"x11", 8 1/2"x14", 11"x17" @ \$1.00 =

\$

Sub-Total

\$

H.S.T. @ 13%

\$

Total Reproduction Charges

\$

Date Monies Received:

CSR Initials:

DOCUMENT FORMAT: ELECTRONIC PDF MICROFILM PAPER

BSC Action:

CSR Name:

Action: