



| OFFICE USE ONLY |                            |                            |
|-----------------|----------------------------|----------------------------|
| Folder Number   | Date Received (YYYY-MM-DD) | Fee Amount<br><br>Fee Paid |

|                |                  |
|----------------|------------------|
| Name           | Business Name    |
| Address        |                  |
| E-mail Address | Telephone Number |

|   |             |                   |
|---|-------------|-------------------|
| A separate application is required for each address.  |             |                   |
| Street Number   | Street Name | Suite/Unit Number |
| Building Permit Number(s) (if known) (Example: 22 123456; Search Property Inquiry System <a href="#">here</a> ) |             |                   |
| Records Requested:  |             |                   |

|  |                          |                   |
|--|--------------------------|-------------------|
| <p><b>I do hereby declare the following:</b></p> <ul style="list-style-type: none"> <li>that I am _____ the owner of the property as described above<br/>           _____ a person who has the written consent of a property owner (proof required) *</li> <li>that I have read and understand the information stated on this form.</li> <li>that the information included in this application is complete and accurate.</li> </ul> <p>* Attach written consent with the completed application form.</p> |                          |                   |
| Applicant Signature  | Print Name (First, Last) | Date (yyyy-mm-dd) |

|   |
|---|
| <p><b>Building/Plumbing Search</b> - Construction plans or copies of permits issued - \$95.00 per address and first permit, \$15.00 each additional permit.</p> <p><b>Special Request</b> – Complex or more detailed information requests. Email form to <a href="mailto:epermits@london.ca">epermits@london.ca</a> to confirm category type, \$250.80.</p> |
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Before submitting your request, please visit our Development and Business Portal using Property Inquiry. This system will list all folders pertaining to the property and will allow you to provide us with the permit numbers related to your request.

**SURVEYS:** The City of London does not have land survey plans for sale or distribution.

**MFIPPA request:** If you require documents that include personal information, please complete an MFIPPA request through the City Clerks office. For more information, please visit [www.london.ca](http://www.london.ca) and search 'Freedom of Information Request'.