

BUILDING PERMIT SEARCH REQUEST

Search for plans can only be requested by the owner, or the Agent who must produce a written/signed authorisation from the owner.

Lot: _____ House No.: _____ Street Name: _____

Town/Locality: _____

Name of Owner: _____

Approximate Year of Construction: _____

Plans required – Please tick Appropriate Box

- ☐ Residence
☐ Additions
☐ Commercial
☐ Other _____

Plans to be (please select):

- ☐ Emailed to _____
☐ Collected (Phone No.) _____
☐ Posted to _____

I the Owner/Agent of the above property hereby accept that the fee paid is a search fee (non refundable) and will not hold Council liable in the event that incorrect information is supplied or the building documents are unable to be located.

Signed: _____

(Please allow fifteen (15) working days for search to be completed)

A fee for Residential documents is \$100 for first permit plus \$10 for each additional permit + photocopying and for Commercial documents is \$200 for the first permit plus \$20 for each additional permit + photocopying - includes GST, is to be paid prior to any search being commenced.

Receipt No.: _____ **Date:** _____

Date posted/phoned/emailed: _____

Building Permit Numbers: _____

Parcel Number: _____