



London
CANADA

Information Request Form

Planning and Economic Development
Building Division
building@london.ca
519-661-4555

OFFICE USE ONLY		
Folder Number	Date Received (YYYY-MM-DD)	Fee Amount

APPLICANT INFORMATION	
Name	Business Name
Address	
E-mail Address	Telephone Number

PROJECT INFORMATION		
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 here)		
Records Requested:		

APPLICATION DECLARATION		
I do hereby declare the following:		
<ul style="list-style-type: none"> • I am the owner of the property as described above; or • I am a person who has the written consent of a property owner (proof required) * • I have read and understand the information stated on this form. • The information included in this application is complete and accurate. 		
* Attach written consent with the completed application form.		
Applicant Signature	Print Name (First, Last)	Date (YYYY-MM-DD)

TYPE OF REQUESTS AVAILABLE	
Building/Plumbing Search:	Construction plans or copies of permits issued - \$95.00 per address and first permit, \$15.00 each additional permit.
Special Request:	Complex or more detailed information requests. Email form to building@london.ca to confirm category type, \$130.00.

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.

Please submit your completed request form to building@london.ca.

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 a *Municipal Freedom of Information and Protection of Privacy Act* request through the City Clerk's Office. For more information, please visit www.london.ca and search 'Freedom of Information Request'.