

**SEARCH REQUEST FOR BUILDING PLANS  
 ATTENTION: BUILDING SERVICES**

**Property Address**

<b>Lot #:</b>	<b>Street Name:</b>
<b>House #:</b>	<b>Suburb:</b>
<b>Unit #:</b>	<b>Location Within Multi or Commercial Development (eg. Nearest Road, NW Corner, Middle Unit)</b>
<b>Full Name/s of all Owner/s:</b>	

<b>Applicant/s Name:</b>	<b>Contact No:</b>
<b>Business Name (if applicable):</b>	
<b>Applicants Address:</b>	
<b>Email (Required – Plans will be emailed):</b>	

**Plan/s Required:**

**Please X Required**

- All Approved Building Plans and Building Permits
- Dwelling Only
- Site Plan Only
- Building Permit Documentation Only / Building Class - (No plans required)
- Other (Please Specify what permit information you are wishing to obtain):

**Term and Conditions**

- I understand that if the property is Strata Titled, a letter of authorisation from the Strata Body is required.*
- I hereby accept that the search fee (shown on the reverse of this form) is non-refundable.*
- I understand that every effort will be made to locate the requested plans and I will not hold the City of Albany liable in the event that incorrect information is supplied or the plans are not found.*
- I understand that additional copying fees (shown on the reverse of this form) may be payable should a hard copy be required.*
- I understand that as the applicant if I am not the owner of the property that the owner's authorisation is required.*
- I understand that it can take up to 14 working days to search for and copy any plans.*

<b>Applicant's Signature</b>	<b>Date</b>

**The following consent is required if you are not the owner of the above property.**

I _____ the owner of the above mentioned property,	
authorise the above applicant to order and receive the requested documents.	
<b>Signature:</b>	<b>Date:</b>

**\* NOTE – Please do not provide credit card details**  
**Details will be checked and you will be phoned for payment prior to processing.**  
**If You have Not been contacted for payment within five (5) days of submission – please contact : 6820 3040**

**Fees – Please Indicate If The Property Is Residential or Commercial**

Full set of <b>Residential</b> plans (single dwelling) minimum charge per building permit – Additional charges apply to multiple dwellings	\$60.00	<input type="checkbox"/>
<b>Commercial/Industrial</b> minimum charge per building permit (Property detail will be checked and if you will be advised if there is more than one building permit required to be searched)	\$100.00 (Base Rate)	<input type="checkbox"/>
If Email address is unavailable – additional printing charges may be applicable		

**Additional Charges For Copying Plans**

Plan Print	Charge Per Sheet (inc GST)	Number (Office Use)	\$ (Office Use)
A4	\$1.75		
A3	\$2.75		
A2	\$4.75		
A1	\$5.25		
A0	\$7.25		
		Total Cost:	

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OFFICE USE ONLY

File On Assessment	A
Fees Requested	
Amount Paid	\$ _____ Date: _____
Receipt Number	
Building Permit Nos.	
Archive Cards Checked	YES / NO
Notes	
Electronic Only	
Archive Files Requested	YES / NO
Plans Checked By	
Date Completed	

**DOCUMENT UNCONTROLLED WHEN PRINTED**