



The Corporation of the
**Township of Georgian
Bay**

OFFICE OF THE CHIEF BUILDING
OFFICIAL

99 Lone Pine Road, Port Severn, Ontario, L0K 1S0
Phone: 1-800-567-0187 Facsimile: (705) 538-1850
web: www.gbtownship.ca

(705) 538-2337 ext. 233
email: building@gbtownship.ca

Complete this form when requesting any information from a property or permit file, including septic documentation. Submit the form to the **Building Department** with the required minimum \$50.00 (additional \$50/hr. for more extensive searches).

Please be advised that:

1. There is no guarantee the Township has the requested information,
2. The associated fee is non-refundable,
3. May require a Freedom of Information Request OR Municipal Record Search,
4. There is a Maximum 5 day turn around for the information to be released,
5. All information provided will be stamped "COPY".
6. Payment **MUST** be made prior to release of documents.

Municipal Property Address: _____ Roll #: _____

Specify the information you are requesting (ie, permit file and plans, septic permit etc)

Please complete the contact information and choose the method by which you wish to receive the requested documentation:

Are you the property owner? **YES** ~ _____ **NO** ~ _____

(If NO, you must submit the attached Authorization Form)

Name: _____ Signature: _____

Email: _____ Contact #: _____

Mailing Address: _____

PICK-UP ~ E-MAIL ~ MAIL ~ OTHER ~

OFFICE USE ONLY*

INFORMATION PROVIDED BY: _____ DATE : _____

FEE: \$ _____ PAID \$ _____ DATE : _____

NOTES: _____



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Letter of Authorization

I declare that, _____
(Please Print)

Has permission to act as my agent in the process of:

CONDUCTING A FILE SEARCH

from the Township of Georgian Bay on my property legally known as
Lot_, Con._____, PT. _____of Plan_____

Roll # _____

Civic address of _____.

Property Owner's Name (Please Print)

Property Owner's Signature