

Plan Search Request Form

There is a minimum 21 business day turnaround time. All search requests are completed in the order they are received. Once the search is complete, the contact person will be contacted with the results.

Date: _____ Email Address: _____

Property Address(es): _____

Contact Name: _____ Company Name: _____

Phone Number: _____ Address: _____

If contact person is not the property owner, they must attach a Letter of Authorization.

Search for Plans/Records – Per Record: \$70.00 + select one option below:

Paper Copy \$150.00 or Digital Copy \$125.00

* Fees listed are valid until the end of 2026 and are payable to the City of Brandon.

Please describe what type of information you are looking for and reason for request:

For Development Services Use Only:			
Clerk Name: _____	Due Date: _____		
Supporting documents provided? Yes No		Search Fee Amount Paid: \$ _____	
Plans Found: Yes No			
Applicant Contacted with Search Results:		Plans Copied:	
Applicant notified plans are ready:		Applicant Received Plans:	
		Amount Paid: \$ _____	
Return Plans to Storage:		Save/Storage Location: _____	

This information is protected by the Protection of Privacy Provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of your personal information, please contact fippa@brandon.ca.