

## 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](mailto:fippa@brandon.ca).