

# Building Services

## Request for Copy of Building Plans

In order to request a copy of building plans, please complete the following details:

Property Address:

Lot No:                      House No:                      Street:

Suburb

Owner:

Name of Person Making Request:

Daytime Contact Phone Number:

Email:

Signature:

Date:

Comments: *(specific requests etc.)*

**Search Fee – non refundable - \$100.00**

**Additional charges may apply for multiple structures and for printing**

**Please note:** If you are not the owner of the property, the reverse side of this form must be completed by the current owner. If not the current owner, a letter authorising the Shire of Murray to release the plans, signed by the current owner of the property, must be provided. ***(Note, a copy of an offer and acceptance is not adequate.)***

***Requests for plans may take up to 7 days - you will be contacted when the plans are available.***

**IMPORTANT: Please email this form to [pandsadmin@murray.wa.gov.au](mailto:pandsadmin@murray.wa.gov.au)**

**Owner's Authorisation to Release a Copy of Building Plans**

The current owner(s) of the property to complete (print) the following, authorising the Shire of Murray to release a copy of the building plans for their property.

I/we \_\_\_\_\_

as the current owner(s) of the property in question, hereby authorise the Shire of Murray to issue a copy of the building plans to: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Assessment No:

Licence No	Development	Located Y/N

Notes:

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Applicant Notified:

\_\_\_\_\_ Name of Contact                      \_\_\_\_\_ Date                      \_\_\_\_\_ Officer

**IMPORTANT: Please email this form to [pandsadmin@murray.wa.gov.au](mailto:pandsadmin@murray.wa.gov.au)**