



## REQUEST FOR COPY OF HOUSE PLANS

### Property Owner:

Name	
<b>Property address</b>	
Phone	
Email	
Owner photo identification provided	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (describe)
<b>Owner's consent</b>	I, the owner of the property, consent to release the copy of house plans to the Applicant  Owner signature _____

### Applicant:

Name	
Address	
Phone	
Email	
<b>Applicant signature</b>	





**Request:**

What plans are you requesting:	<input type="checkbox"/> All building permits with associated copies of house plans  <input type="checkbox"/> Architectural plans <input type="checkbox"/> Structural plans  <input type="checkbox"/> Swimming pool <input type="checkbox"/> Shed / Garage  <input type="checkbox"/> Patio <input type="checkbox"/> Fence
Anything else?	<input type="checkbox"/> Please tell us if there's anything else you want.
Do you know if the property ever had a different address?	<input type="checkbox"/> Yes, property address: _____  <input type="checkbox"/> No  <input type="checkbox"/> Unsure

**Who are the plans to be emailed to?**

- Owner
- Applicant

**Terms and conditions**

<i>Requests for house plans must be made by the owner of the property.</i>
<i>A copy of the owner's photo identification must accompany request forms.</i>
<i>The owner must provide consent for plans to be released to the applicant.</i>
<i>Fees apply for searches. If the Town doesn't hold the plans requested, fees are non-refundable.</i>
<i>Plans will be sent electronically to the owner or applicant's email address.</i>

Please email the completed form along with photo ID to  
[admin@mosmanpark.wa.gov.au](mailto:admin@mosmanpark.wa.gov.au)

Please allow ten (10) business days for processing.

