EPH Information Request Fee for Services

The maximum fees for requesting Environmental Public Health (EPH) information in writing are listed below.

Type of Request	Fee for Service
Record Search for Property Includes a letter listing the following on a particular address or legal land description: • Outstanding Executive Officer Orders • Outstanding infractions within public facilities and existing/potential environmental or land issues relating to the Public Health Act EPH will not conduct record searches on private properties without written consent from the owner. The applicant must submit a completed 'Consent to Disclose Information' signed by the property owner. Additional fees for service will be included for: • Printing of related Orders and inspection reports • Conducting an on-site inspection	$50.00 per municipal address + potential for additional processing fees below There will be an additional fee of $100 if a request is made, and EPH deems it appropriate, to conduct an on-site inspection.
Release of Information: Includes: • Locating and retrieving files • Blocking out any third party information • Photocopying records • Assessing the service fee • Preparing and handling the record/s for release • Transfer of documents to the applicant Initial release of records may include inspection reports, Executive Officer Orders, letters, laboratory results or any pertinent documents relevant to the scope of the request. Color photographs or other media can be provided at an additional cost. ***Note: Refer to AHS website for Condemnation, Vacate, and Closure Orders and Restaurant Inspections***	$25.00 per Location + potential for additional processing fees

For more information, visit Safe Healthy Environments
ahs.ca/eph

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Additional Processing Fees:	
Additional Labour Charge to search, examine, review or sever beyond one hour	$27.00 per Hour $6.75 per 15 minutes
Producing Paper Copies of Records Black and White Photocopies/Electronic Printouts Other Formats	After the initial 50 pages $0.25 per Page $0.50 per Page
Duplicating Plans and Blueprints	$0.50 per Square Foot
Printing from Microfiche or Microfilm	$0.50 per Page
Reproducing Color Photographs 4 x 6 5 x 7 8 x10	 $2.00 per photo $3.00 per photo $6.00 per photo
Reproducing Computer Disks or DVDs	$5.00 per Disk
Reproducing Other Media Not Described Above	Cost Recovery
Retrieval Costs From Off Site Storage Facility (Current Cost for Expedited Service If Required)	Cost Recovery
Special Delivery Costs such as Courier, Priority Post, etc.	Cost Recovery

When information is requested on multiple addresses, each of the premises will be subject to separate processing fees and associated costs.

An estimate will be provided to the applicant prior to the release of information.

Where requested or deemed appropriate, an additional fee for inspection should be anticipated.

In the case where fees are not paid after 45 days of application, the request will be considered abandoned and closed.

Contact us at 1-833-476-4743 or submit a request online at ahs.ca/eph.