



Building Standards Department
 2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1
 Telephone: (905) 832-8510 Fax: (905) 832-8558

Records - Access Request
 (Information from Departmental Records)

Applicant Information

First Name		Last name	
Street No.	Street Name	Suite/Unit No.	Telephone No.
City/Town	Province	Postal Code	Mobile No.
Email Address			Fax No.

Building Information (a separate application is required for each address)

Street No.	Street Name	Suite/Unit No.
Permit No(s). (if known)	Legal Description	
Records/Information Requested (may be described in a separate attachment)		

Information for Applicant

- For survey requests only, a \$50.00 non-refundable fee must accompany this application. The balance is due if a survey is found and provided.
- The Building Standards Department will conduct a search for the records that have been requested. If records are found, subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*, the information will be provided. Where the request is complex or records are stored off-site, additional charges may apply. Prior to processing a request where additional charges apply, written authorization to proceed, is required from the applicant.
- Once the requested information is provided, the file is closed and subsequent requests for additional information will be treated as a new request, requiring a new application and fees.
- Please note that some documents may be subject to the provisions of the *Copyright Act*.
- Completed requests will be retained for 30 days, after which the request is deemed to be abandoned and the file will be closed. If you wish to proceed with this request at a later date, a new application and fee will be required.
- The personal information on this form is collected under the *Municipal Act, 2001, S.O. 2001 c.25 s. 227 (b) and (c)*, and the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*. The information will be used to process this application and to create statistical reports. Questions about the collection of information can be directed to the Building Standards Department at 905-832-8510.

Records - Access Request

Applicant Declaration

I hereby declare the following:

- That I understand that the initial fee covers the cost of a records search and is non-refundable, even if no records are found, and that additional fees are payable for copying.
- That I have read and understand the information provided on this form.

Signature

Print Name

Date (yyyy-mm-dd)

Fees

Records Retrieval Fee: \$75.00 plus cost of copying.

For Office Use Only

File No.: 20 - R		
Retrieval Fee: \$. (+HST)	Receipt No.:	Date:
Additional Fee: \$. (+HST)	Receipt No.:	Date:
Copying Fee: \$. (+HST)	Receipt No.:	Date:
Building Standards Department Response / List of Information Provided		
Signature:		Date: