



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

File No.: 21 - _____

Access Request Form

(Property Information/Records and Permit Plans/Drawings)

Applicant Information Records/Property Information Permit Plans/Drawings

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	Postal Code	Suite/Unit No.
Legal Description			
Records Requested (may be described in a separate attachment)			

Information for Applicant

- Access to view or copy plans/drawings is only provided for issued permits.
- The applicant must be the owner or provide a letter of authorization from the owner or management company referenced below.
- The applicant may also be director of a management company responsible for the building on behalf of the property owner and who provides satisfactory evidence of their role (letter from owner / copy of management contract).
- Building plans provided are copies of those on file at the City of Vaughan. The City does not warrant the accuracy of the contents of the building plans as provided. Please contact the Engineer(s), Architect(s), Surveyor(s) and/or Designer(s) noted on the building plans to confirm accuracy if you intend to rely on them for any reason. Please note that plans are subject to the provisions of the [Copyright Act](#).



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- 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 request and fee will be required.
- 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](#).
- 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.

Applicant Declaration

I do hereby declare the following:

- That I am
 - the owner of the property described above (proof required)
 - a director of the management company responsible for the building on behalf of a property owner (proof required)¹
 - a person who has the written consent of the property owner or the management company responsible for the building on behalf of an owner (proof required)²
 - Other (describe)
- 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.

¹ Attach written, signed consent with the completed application form. Requests without consent are not accepted.

² If a management company is providing written, signed consent, the proof required in "1" above, is also required.

Signature

Print Name

Date

Fees

Records/Property Information: **\$79.50 + HST (\$89.84 non-refundable)**

Permit Plans/Drawings: **\$79.50 + HST (\$89.84 non-refundable)**

Additional Fee for Copying (per page): **\$0.67 + HST (small size) \$5.90 + HST (large size)**



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For Office Use Only

Other Authorized Requesters (identification required)

- a City employee who requires access to carry out their duties on behalf of the City
- an officer of Tarion who requires access to carry out their duties on behalf of Tarion
- an officer of the Municipal Property Assessment Corporation (MPAC) who requires access to carry out their duties with MPAC.
- an officer of the Professional Engineers of Ontario (PEO) or Ontario Architects Association (OAA) who is investigating a complaint against one of its respective members.
- a police officer who requires access to aid a law enforcement investigation.

Records/Property Information: \$ 79.50 (+HST)	Receipt No.:	Date:
Permit Plans/Drawings: \$ 79.50 (+HST)	Receipt No.:	Date:
Additional Fees (+ HST)	Receipt No.:	Date:

Building Standards Department Response / List of Information Provided

Signature:	Date:
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