



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

File No.: 21 - _____

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

Information for Applicant

- **\$50.00 + HST (\$56.50) non-refundable fee** must accompany this application. **Should we have a copy of the survey on file, the balance will be due at that time.**
- The Building Standards Department will conduct a search for the survey and if the survey is found the request is 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.
- 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.



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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

Additional Records Retrieval Fee: **\$29.50 + HST (\$33.34) cost of copying**

For Office Use Only

Retrieval Fee: \$ 50.00 (+ HST)	Receipt No.:	Date:
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Additional Fee: \$ 29.50 (+ HST)	Receipt No.:	Date:
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Building Standards Department Response / List of Information Provided

Signature:	Date:
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