



2141 Major Mackenzie Drive, Vaughan, Ontario. L6A 1T1
 Telephone (905) 832-8510, Fax No. (905) 832-8558

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Retrieval Fee			Receipt No.	Date
\$22.00 +HST				
Reproduction Fee			Receipt No.	Date

Access to Building Standards Department Plans

NOTE:

- The Building Permit must have been issued.
- Custom Homes/High Rise Buildings/All Industrial and Commercial Shell and Interior Alterations require the Requestor to provide a letter from the Owner.
- Some requests may be denied pursuant to Section 8 of the Municipal Freedom of Information and Protection of Privacy Act.
- This department will review current Building Standards Department records in order to respond to your request, and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, if available, the information will be provided.
- Use of the document(s) by anyone other than the requestor is not permitted. The City of Vaughan does not guarantee or warrant the accuracy of the information provided in the document(s). Please contact the individuals/firms as shown within the title block if you have any questions concerning application of the Copyright Act of the accuracy of the document(s).
- The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 chapter M.56. The information is used to process your request for access to the Building Standards Department Plans. Questions about this collection can be directed to the Building Standard's Office Coordinator at 905-832-8510 Extension 8227.

To be Completed by Applicant (one application per property)

Application Date: _____

Applicant's Name: _____

Applicant's Address: _____ City: _____

Postal Code: _____ Phone No. (Bus): _____ Cell No: _____

Address of Property Requested: _____ Unit No.: _____

Property Legal Description: _____

Permit/Application No. (if applicable): _____

Specific information required: (A letter detailing your request may be attached):

The retrieval fee must accompany this application and is non-refundable.
 \$0.50/page on-site copying or \$5.00/page off-site copying plus HST

Office Use Only

Signature: _____

Date: _____