

Request for Information from Building Standards Department Records

Section 'A' (to be completed by the applicant)

Application Date: _____

Address of Property (One application per property): _____ **Unit No.** _____

Property Legal Description: _____

Name of Establishment (If applicable): _____

Permit/Application No. (If applicable): _____

Applicant's Name: _____

Contact Name (If different from Applicant): _____

Address: _____ **City:** _____

Postal Code: _____ **Phone No. (Bus):** _____ **Fax No:** _____

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

A fee of \$150.00 must accompany this request. Fee is non-refundable. Response will be faxed, upon request.

This department will review current Building Standards Department property files 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. Where the requested information is stored off-site, additional charges may be applicable. Prior to the processing of a request where additional charges apply, your written authority to proceed will be required. Upon provision of the information available, further requests will require the submission of another application and fee.

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 hour requestor access to the Building Standards Department Property Files. Questions about this collection can be directed to the Building Standards Department Office Coordinator at 905-832-8510 Extension 8227.

Section 'B' (To be completed by Building Standards Department)

Building Standards Department Response/Listing of Information Provided:

Response coordinated by Wally Jedan, Office Coordinator. (905) 832-8510 Ext. 8227

Signature: _____ Date: _____

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