

**Please note:** Requests to view or copy building records will be processed in accordance with the Divisional Policy for Routine Disclosure. Requests for records that are not covered under the criteria for Routine Disclosure must be submitted directly to the Corporate Access & Privacy Office for completion.

Payment will be required for this search of records prior to viewing or arrangements being made for the copying of plans.

*Please type or print in ink*

**Indicate location of plans requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> North York District<br>5100 Yonge Street, 1 <sup>st</sup> floor, North York Civic Centre, M2N 5V7<br>416-395-7525   | <input type="checkbox"/> Toronto and East York District<br>100 Queen St. West, Basement, City Hall, M5H 2N2<br>416-392-7974 |
| <input type="checkbox"/> Scarborough District<br>150 Borough Drive, 3 <sup>rd</sup> floor, Scarborough Civic Centre, M1P 4N7<br>416-396-7339 | <input type="checkbox"/> Etobicoke York District<br>2 Civic Centre Court, Main Floor, M9C 5A3<br>416-394-8002               |

**Applicant**

Last Name		First Name	
Address		City	Province
			Postal Code
Contact Day Telephone No.	Contact Evening Telephone No.	Fax No.	

**Request Details** (a separate application is required for each address)

Street No.	Street Name	Unit No.
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Building Permit Number(s) if known:

Records Requested:

**Information for Applicant**

If copies of drawings are requested and they cannot be printed by City of Toronto print facilities, they will be sent to a printing company. It will be the applicant's responsibility to arrange for payment and delivery of the copied plans.

Building records provided are copies of those on file at the City of Toronto. The City of Toronto disclaims any liability as to the accuracy of the contents of the building plans as provided and would recommend that you 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*.

Completed requests will be retained for 30 days, after which the request will be deemed 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.

**Applicant's Declaration**

*I do hereby declare the following:*

- That I am  the owner of the property as described above  
 a director of the management company responsible for the building on behalf of a property owner (proof required)  
 a person who has the written consent of a property owner or the management company (proof required)  
 another Authorized Requester as described in the Divisional Policy for Routine Disclosure (see list below)  
 another person requesting only a survey, drain plan or plans for wholly residential buildings.
- That I have read and understand the information stated on this form.
- That the information included in this application is complete and accurate.

.....  
Applicant's Signature

.....  
Date

**FOR OFFICE USE ONLY**

**Other Authorized Requesters (identification required):**

- a City employee who requires access to carry out his/her duties on behalf of the City,
- an officer of Tarion (previously Ontario New Home Warranties Plan, ONHWP) who requires access to carry out his/her duties,
- an officer of the Municipal Property Assessment Corporation (MPAC) who requires access to carry out his/her duties,
- an officer of 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,
- in the case of a City-owned building, with the authorization of the Director of Facilities and Real Estate.

**Source of Request**

- |   |  |  |                                |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Individual/Public  | <input type="checkbox"/> Academic/Researcher | <input type="checkbox"/> Media                   | <input type="checkbox"/> Other |
| <input type="checkbox"/> Business (this would include designers, contractors, etc.) | <input type="checkbox"/> Association/Group   | <input type="checkbox"/> Government (all levels) |                                |

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 and Chapter 363 of the Municipal Code. The information is used to process your freedom of information request for access to building plans and related information, and for aggregate statistical reporting. Questions about this collection can be directed to the Toronto Building Customer Service Manager located in the district office where the requested property plans are located (see above for locations).