 TORONTO	Public Records
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Introduction

Records held by municipal governments are regulated by the provincial *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *City of Toronto Act*. *MFIPPA* states that, in general, the public has a right to see most of these records, and to get copies of them (fees for photocopying may apply). There are specific exemptions to general access to records, especially regarding personal information.

A **record** is information recorded or stored in any manner, including print, film, digital or otherwise. The content may include reports, forms, financial statements, minutes, correspondence, e-mail, maps, photographs and more.

Records are made available in numerous ways:

- Routine disclosure: Divisions and program areas automatically make information available to the public when it is requested, and by publishing it online or in a printed form such as brochures and reports.
- Formal request: When a division or program area denies a request for information, a formal freedom of information request can be made through the City Clerk's Office, Corporate Access and Privacy.
- By appeal: If a freedom of information request is denied by the City, the decision can be appealed to the Information and Privacy Commissioner of Ontario.

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Further information


- The online directory of records outlines types of records and which division holds them:
www.toronto.ca/cap/directory-records.htm
- The Corporate Access and Privacy Unit website has more information about access to records:

Toronto Building


Toronto Building provides a wide range of information through its service teams in Customer Service, Zoning Plan Review, Structural/Architectural review, Mechanical Review, and Building Inspection. Toronto Building reviews permit applications, issues permits; it conducts inspections in accordance with the Ontario Building Code, the City of Toronto's zoning by-laws and other legislation. The division also performs preliminary reviews as part of the city's development approval process, provides zoning and building code information to the public and technical advice to City Council, committees, departments and agencies.

These are the main types of records routinely available from the Toronto Building:


- Building Plans
- Building Records
- Building Permit Statistics

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Record Type	Description	Comments	How To Get Information	Classification Code
Building Plans	<p>Drawings or plans of buildings submitted to the City in support of an application for a building permit, a Preliminary Process Review (PPR) or Preliminary Applicable Law Review (PAL).</p>	<p>Access to plans of residential house-form buildings provided to <i>all requesters</i> (provided property owner has not formally submitted objection to disclosure within 21 days of the permit application date until the end of the third month following the date of permit closure. This universal access policy is applicable only to plans for which permits were applied for starting in 2007.</p> <p>Otherwise plans will be disclosed to a requester who is: a) the property owner, b) director of the related property management company, c) City Councillors & their staff, d) an officer of the following: Municipal Property Assessment Corporation (MPAC), TARION, Professional Engineers of Ontario (PEO), Ontario Association of Architects (OAA), City Auditor General, the City Ombudsman's Office <i>or, e) anyone with the written consent of the owner.</i> Access to a City-owned building requires permission of the Director FR&E.</p> <p>Exception: <i>Site plans, surveys and drain plans of any building and building plans related to sign permits can be disclosed without the</i></p>	<p>North: North York Civic Centre 1st floor, 5100 Yonge St. Tel. 416-395-7000</p> <p>East: Scarborough Civic Centre 3rd fl., 150 Borough Dr. Tel. 416-396-7339</p> <p>West: Etobicoke Civic Centre 2nd fl., 2 Civic Centre Ct. Tel. 416 394-8002</p> <p>South: (Toronto & East York), Toronto City Hall, basement, 100 Queen St. W. Tel. 416-392-7974</p>	L0045 Building Permits & Inspections

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		<p><i>owner's permission.</i></p> <p>The 2010 disclosure fee is \$66.30 (to be indexed yearly) and applies to all requesters except: TARION, PEO, OAA, City Ombudsman, City Auditor General, Councillors, City Council/Committees of Council, Law Enforcement Agencies (Toronto Police, Ontario Provincial Police, RCMP), MPAC, and City Staff requiring the records in the performance of their duties. Reproduction fees are \$0.50 per page [letter size], microfiche copies are reproduced by an external printer at a cost of \$5.00 per microfiche, \$45.00 minimum charge, and is paid for by the requester directly to the printer. Reproduction fees do not apply to City Council, Committees of Council, the City Ombudsman, and City Auditor.</p> <p>Note: Requests for files containing objection letters from property owners will be processed as formal requests by Corporate Access and Privacy (CAP). The requester will be advised to submit a formal access request through the City Clerk's Office at the Registry Services Counter at City Hall or any civic centre.</p>		

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Building Records	Records relating to the building permit, or other application documents such as inspections notes, reports, status letters, inspection investigation cards.	<p>The following organizations are exempt from paying the routine disclosure fee of \$66.30 and are permitted full access to the building records, including personal information. They are: TARION, PEO, OAA, City Council, Standing Committees of Council, City employees who require the records to undertake their official duties, Toronto Police, OPP, RCMP (including other law enforcement agencies), City Ombudsman and City Auditor.</p> <p>Other individuals may be granted access to records, <i>with the consent of the property owner.</i></p> <p>NOTE: <i>Until further notice, requests for records other than building plans must be submitted as formal access requests for information to the City Clerk at any Registry Services counter at City Hall or any civic centre.</i> Toronto Building encourages property owners not to include any personal or other sensitive information on any application documentation, including plans, at the submission of an application for a building permit.</p>	<p>North: North York Civic Centre 1st floor., 5100 Yonge St. Tel. 416 395-7000</p> <p>East: Scarborough Civic Centre 3rd fl., 150 Borough Dr. Tel. 416-396-7339</p> <p>West: Etobicoke Civic Centre 2nd fl., 2 Civic Centre Ct. Tel. 416 394-8002</p> <p>South: (Toronto & East York) Toronto City Hall, basement, 100 Queen St. W. Tel. 416-392-7974</p>	L0045 Building Permits & Inspections

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Building Permit Stats	On-line database available to any individual with a permit application number who wishes to check on the status of the permit, i.e. approved or denied. System may also be checked by address.		Available on Building website at: http://www.toronto.ca/building_app/home.htm	L0045 Building Permits & Inspections