

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.

District Offices

Indicate location of plans requested:			
<input type="checkbox"/> Toronto and East York	<input type="checkbox"/> North York	<input type="checkbox"/> Scarborough	<input type="checkbox"/> Etobicoke York

Applicant Information

First Name		Last Name	
Street No.	Street Name	Suite/Unit No.	Telephone No.
City/Town	Province	Postal Code	Mobile No.
E-mail Address			Fax No.

Project Information

A separate application is required for each address		
Street No.	Street Name	Suite/Unit No.
Building Permit No.(s) if known:		
Records Requested:		View/Copy Plan

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.

Continue on next page.

Applicant 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.

* Attach written consent with the completed application form. Requests received without consent will not be accepted.

Signature

Print Name

Date (yyyy-mm-dd)

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 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 City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and the Ontario Building Code Act, S.O. 1992, Chapter 23. The information collected will be used for processing applications and creating aggregate statistical reports. Questions about this collection may be referred to the Customer Service Manager in the appropriate district. Toronto East York District, 100 Queen Street West, Ground Floor, West Tower, Toronto M5H 2N2; North York District, 5100 Yonge Street, 1st Floor, Toronto M2N 5W4; Etobicoke York District, 2 Civic Centre Court, 1st Floor, Toronto M9C 2Y2; Scarborough District, 150 Borough Drive, 3rd Floor, Toronto M1P 4N7.
Phone: (416) 397-5330