

Request Building Records

Drawing records of prior permit applications are available. Complete the application form and submit via email (to bldapplications@toronto.ca) in order to apply for Toronto Building records disclosure.

Submit Application [↗](https://contrib.wp.intra.prod-toronto.ca/wp-content/uploads/2024/01/94ae-14-0052-Routine-Disclosure-v1.7.pdf) (<https://contrib.wp.intra.prod-toronto.ca/wp-content/uploads/2024/01/94ae-14-0052-Routine-Disclosure-v1.7.pdf>)

Records held by municipal governments are regulated by the provincial **Municipal Freedom of Information and Protection of Privacy Act** [↗](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm) (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm) (MFIPPA) and the **City of Toronto Act** [↗](http://www.e-laws.gov.on.ca/html/Statutes/English/elaws_statutes_06c11_e.htm) (http://www.e-laws.gov.on.ca/html/Statutes/English/elaws_statutes_06c11_e.htm). MFIPPA states that, in general, the public has a right to see most of these records, and can obtain copies of them.

MFIPPA provides for specific exemptions from the general right of access, such as:

- personal information about an identifiable individual, and
- records, the disclosure of which could reasonably be expected to endanger the security of a building.

Expand All

Collapse All

General Information

1. Separate applications are required to be submitted for each property.
2. Toronto Building will endeavor to process requests within 30 business days after the application is received. The request will be deemed abandoned and the file closed if no steps are taken by the requester to view or obtain copies of

[Privacy](#) - [Terms](#)

the building records within 30 business days of being notified that the search for records has been completed.

Apply by Email

To submit an application by email please use the 'Email' button on top of the **Application Form** [\(http://wx.toronto.ca/inter/clerks/fit.nsf/ag_getAttachment?Open&documentid=6badf33db05f671e85258aac006b0cc0&action=opendocument&a](http://wx.toronto.ca/inter/clerks/fit.nsf/ag_getAttachment?Open&documentid=6badf33db05f671e85258aac006b0cc0&action=opendocument&a)

Fees Associated with Records Disclosure

Fees Effective Jan 1, 2025:

Record Disclosure (for each disclosure)	\$74.02
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Records Disclosure Policy

Disclosure of issued building plans of wholly residential buildings submitted after December 31, 2006, is permitted between the 22nd day following the permit application date and three months following the closing of the relevant permit file by the building inspector, where no objection to disclosure has been received by Toronto Building.

If as the owner, the management company responsible for the building, or the permit applicant, you feel there may be a security risk by allowing the public access to your plans and you do not want your building plans to be disclosed by Toronto Building through the Routine Disclosure Policy described above, please submit a letter outlining the reasons for your objections by Registered Mail within 21 days of the application date.

Disclosure of building plans for uses other than residential and for residential buildings not meeting the criteria above is permitted to requesters who can confirm they are: an owner of the property, a director of the management company responsible for the building on behalf of the property owner, a person who has

written consent from one of the above, City Councillors and their staff, or an officer of certain agencies. For City-owned buildings, authorization is required from the director of Facilities and Real Estate.

Disclosure of site plans, surveys and drain plans of any building and all building plans related to signs shall be provided without the consent of the property owner or property manager.

Requests for building records not disclosed by Toronto Building are to be submitted directly to the **Corporate Information Management Services (CIMS)** (<http://www.toronto.ca/cap>) office.

Privacy of Building Records and Plans

The Ontario **Municipal Freedom of Information and Protection of Privacy Act** [Ⓜ](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm) (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm) gives the public a right of access to records held by the City of Toronto.

Toronto Building's disclosure policy allows anyone access to residential building plans associated with permit applications submitted after December 31, 2006.

Access to the issued plans will be granted from the 22nd day following the permit application date to three months following the closing of the relevant permit file by the building inspector.

If as the owner, the management company responsible for the building, or the permit applicant, you feel there may be a security risk by allowing the public access to your plans and you do not want your building plans to be disclosed by Toronto Building through the Records Disclosure Policy please submit a letter outlining the reasons for your objections by Registered Mail or by email (bldapplications@toronto.ca (<mailto:bldapplications@toronto.ca>)) within 21 days of the application date.

Please direct the letter to:

Customer Experience Intake Office

2 Civic Centre Court, 1st floor

Toronto, ON, M9C 5A3

Attn: Customer Experience Manager

Requests for building plans where a letter of objection to disclosure has been received by Toronto Building will be referred to the **Corporate Access and Privacy Office** [ⓘ](http://www.toronto.ca/cap/) (<http://www.toronto.ca/cap/>) where access to the building plans may still be granted.

Sidebar is taken from:

[pending] Request Building Records (https://contrib.wp.intra.prod-toronto.ca/?page_id=910952&preview_id=910952)

Note: this sidebar will be not displayed in delivery as its page is not published

Related Information

Freedom of Information Request Process (<https://contrib.wp.intra.prod-toronto.ca/city-government/accountability-operations-customer-service/access-city-information-or-records/freedom-of-information/>)