

Please Note

Requests for building records will be processed in accordance with the Divisional Policy for Records Disclosure. Requests for records that are not covered under the criteria for Records Disclosure must be submitted directly to the Corporate Information Management Services Offices for completion.

Submit the form by clicking the email button at the top of the form, or by emailing the form to bldrecords@toronto.ca.

If you have questions about this form, please contact Toronto Building Customer Experience, 416-397-5330, or email bldrecords@toronto.ca. If you would like accessibility supports, accommodation and/or a different format, please contact Marisa Daniel, Manager, Records & Information Centre, 416-396-5035.

Applicant Information

| | | | |
|---------------|-------------|-------------------|------------------|
| First Name | | Last Name | |
| Street Number | Street Name | Suite/Unit Number | Telephone Number |
| City/Town | Province | Postal Code | Mobile Number |
| Email | | Fax Number | |

Project Information

| | | |
|---|-------------|-------------------|
| A separate application is required for each address. | | |
| Street Number | Street Name | Suite/Unit Number |
| Building Permit Number(s) (if known) (Example: 22 123456 BLD 00 BA) | | |
| Records Requested: | | |

Information for Applicant

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| <p>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 <i>Copyright Act</i>.</p> <p>Completed requests will be retained for 30 business 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.</p> |
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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.

Applicant Signature

Print Name (First, Last)

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) | |

Toronto Building collects personal information on this form under the legal authority of the City of Toronto Act, 2006, section 8, and City of Toronto Municipal Code, Chapter 169, Officials, City, Article II, City Clerk, section 169-2.3. The information will be used for processing applications for access to information, in accordance with the Toronto Building "record disclosure" process, including contacting and communicating with applicants; and generally monitoring and reviewing the Toronto Building "routine disclosure" process generally. Questions about this collection can be directed to Toronto Building Customer Experience, 416-397-5330, Etobicoke Civic Centre, 2 Civic Centre Court, 1st Floor, Toronto, Ontario, M9C 5A3.