

**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. If you have questions about this form or would like accessibility supports, accommodation and/or a different format, please contact Ryan Persaud, Senior Business Analyst, 416-338-5704.

**District Offices**

Indicate location of plans requested:

Toronto and East York     
  North York     
  Scarborough     
  Etobicoke York

**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
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Building Permit Number(s) (if known) (Example: 22 123456 BLD 00 BA)

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.

## 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<br>(this would include<br>designers, contractors,<br>etc.) | <input type="checkbox"/> Association/Group   | <input type="checkbox"/> Government<br>(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 "routine 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 the appropriate district individual: **Toronto East York District:** Customer Service Manager Toronto East York District 100 Queen Street West, Ground Floor, West Tower, Toronto, Ontario, M5H 2N2; or by telephone at 416-392-4945; **North York District:** Customer Service Manager North York District 5100 Yonge Street, 1st Floor, Toronto, Ontario, M2N 5W4 or by telephone at 416-395-7510; **Etobicoke York District:** Customer Service Manager Etobicoke York District 2 Civic Centre Court, 1st Floor, Toronto, Ontario, M9C 2Y2 or by telephone at 416-394-2499; **Scarborough District:** Customer Service Manager, **Scarborough District** 150 Borough Drive, 3rd Floor, Toronto, Ontario, M1P 4N7 or by telephone at 416-396-7313.