



Department of City Building  
 426 Brant St., Burlington, ON L7R 3Z6  
 Tel: 905-335-7731  
[building@burlington.ca](mailto:building@burlington.ca)

### Application for Routine Disclosure

**Please note:** Building records can be released provided that you are the property owner or authorized agent on behalf of the owner. The Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provide the right of access to building records. Application forms and payment must be submitted to the Department of City Building, Building Administration Section in order to process the record request. A search will be conducted after the request form is submitted and can take up to 10 business days to process. Please be as specific as possible on your request as it will reduce search time. Please note: Application forms received without payment will not be processed until payment is received.

#### Applicant Information:

First Name		Last Name	
Organization		Email	
Street No.	Street Name	Suite/Unit No.	Telephone No.
City	Province	Postal Code	Mobile No.

#### Record Information Request (one application form per property):

Street No.	Street Name	Suite/Unit No.
List Permit No.(s) if known:		
Records Requested (be as detailed as possible):		

### Routine Disclosure Service Fees – non refundable (taxes applicable and included on all fees with\*)

FOR OFFICE USE ONLY:		
Application Fee for Survey (flat fee)	\$22.60*	= _____
Application Fee for Plans and Drawings (includes 15 mins of search time and up to 20 photo copies under 11x17)	\$45.20*	= _____
Processing Fee per 15 mins (includes search and processing time)	\$10.00	= _____
Photo Copy – Small (prints 11"x17" paper size and smaller – includes digital copies)	\$1.00 per page*	= _____
Photo Copy – Large (prints larger than 11"x17" paper size – includes digital copies)	\$16.95 per page*	= _____
Electronic – email/USB	\$11.30*	= _____
External Vendor – printing and processing	As invoiced	= _____
Routine Disclosure request fee if cost is greater than \$100.00	50% of fee estimate minus application for RD	= _____
	<b>TOTAL</b>	\$ _____

### Important information for applicant

Copies requested that cannot be printed by the City of Burlington print facilities will be sent to an external vendor for printing. It will be the applicant's responsibility to make payment of the copied plans regardless of the quality.

The City of Burlington Department of City Building disclaims any liability as to the accuracy of the contents of records provided. It is recommended that you contact the Engineer(s), Architect(s), Surveyor(s) and/or Designer(s) noted on the drawings to confirm accuracy. Please note that drawings are subject to the provisions of the *Copyright Act*.

All fees paid for requests are non-refundable. 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 the request at a later date, a new request form and fee will be required.

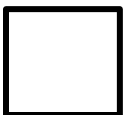
### Applicant Declaration

I do hereby declare that:

- I am the owner of the property as described above (identification required)
- I am a director of the management company responsible for the building on behalf of a property owner (identification on company letter head must be submitted with the completed application form)
- I have written consent from the property owner to obtain records (written consent must be submitted with the completed application form)
- I have written consent from the property management company or condo corporation of this property to obtain records (written consent with completed application form must be on company letterhead, including contact information, name and position)
- I am an Authorized Requester (refer to list below and indicate which applies)
- I am a member of the public requesting application material that has been submitted under the *Planning Act*

Personal information contained on this form is collected under the *Municipal Act, 2001*, S.O. 2001 and the *Ontario Building Code Act*, S.O. 1992, to be used for processing applications and creating aggregate statistical reports. Questions about this collection may be referred to the Department of City Building – Building Section, City of Burlington, 426 Brant Street, Burlington, ON L7R 3Z6, 905-335-7731.

I acknowledge that use and reproduction of building plans/surveys are subject to the *Copyright Act*.



(initial)

I acknowledge that I have read and understand all information and requirements on this application form, and that all information included in this application form is complete and accurate.

Signature	Print Name	Date (mm/dd/yy)
-----------	------------	-----------------

Other Authorized Requesters (identification required)

- 1.** an officer of Tarion (previously Ontario New Home Warranties Plan (ONHWP) who requires access to carry out his/her duties
  
- 2.** an officer of the Municipal Property Assessment Corporation (MPAC) who requires access to these records to carry out his/her duties
  
- 3.** an officer of Professional Engineers of Ontario (PEO) or Ontario Architects Association (OAA) or the Association of Ontario Land Surveyors (AOLS) who is investigating a complaint against one of its respective members
  
- 4.** a police officer who requires access to aid a law enforcement investigation
  
- 5.** in the case of a City of Burlington owned building, have written authorization of the Director of Capital Works and/or Legal Department (including letter, email)