



**Building and By-law  
Department**  
building@burlington.ca  
905-335-7731

## APPENDIX B

### 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. 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. Application forms and payment must be submitted to the Department of City Building, Building Administration Section in order to process the record request. 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):		

#### 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 current registered owner of the property as described above. (identification required)
  
- I am an authorized agent acting on behalf of the registered property owner of the property on which the building is located on with written consent from the owner to obtain records (i.e. a realtor, lawyer, architect, management company). Written consent must be submitted with the completed application form including identification on company letter head.
  
- I am an authorized agent acting on behalf of the condominium corporation of the property on which the building is located on, with written consent from the condominium corporation to obtain records. Written consent must be submitted with the completed application form including identification on company letter head.
  
- I am an 'Other Authorized Requester'. (refer to list below and indicate which applies)

Personal information contained on this form is collected under the Municipal Act, 2001, S.O. 2001 and the 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.

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 (Month, Day, Year)
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## Copyright Notification

Pursuant to the federal Copyright Act, Section 32.1(1) (a), disclosure of a record pursuant to the Municipal Freedom of Information and Protection of Privacy Act – is not a violation of copyright. An applicant may receive one copy of a plan, survey or drawing covered by copyright, however, the applicant is then bound by copyright (Section 32.1 (2)) and cannot make further copies of the plan, survey or drawing or use it as documentary evidence in a separate submission to the municipality without permission of the holder of the copyright. Accordingly, pursuant to the above noted Acts, we are permitted to provide you with a copy of the plan, survey or drawing for the address noted below, but subsequent use of the copy is restricted by copyright.

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Street Number

Street Name

City

By signing below, I acknowledge that I have read and understand the above Copyright notification and that I will abide by the Copyright Act.

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Signature

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Print Name

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Date (Month, Day, Year)

### Routine Disclosure Service Fee

Application Fee – non refundable  
(taxes applicable on all fees with exception of \*items)

<b>FOR OFFICE USE ONLY:</b>			
	Application Fee for Survey (flat fee)	<b>\$22.60*</b>	= _____
	Application Fee for Plans and Drawings (includes 15 mins of search time and up to 20 photo copies under 11x17)	<b>\$45.20*</b>	= _____
	Processing Fee per 15 mins (includes search and processing time)	<b>\$10.00</b>	= _____
	Photo Copy – Small (prints 11"x17" paper size and smaller – includes digital copies)	<b>\$1.00</b> per page*	= _____
	Photo Copy – Large (prints larger than 11"x17" paper size – includes digital copies)	<b>\$16.95</b> per page*	= _____
	Electronic – email	<b>\$11.30*</b>	= _____
	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>		<b>\$</b> _____

Search Time:

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**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.** A representative of Ontario Architects Association (OAA), Professional Engineers of Ontario (PEO) or of the Association of Ontario Land Surveyors (AOLS) who is investigating a complaint against one of its respective members.