



Routine Disclosure Request Form Building Records

Please Note

Depending on the age of the building and the number of documents submitted as part of the Building Permit process, your request may not be covered as part of a routine disclosure and may require a formal request under MFIPPA.

Application Fee \$35.00, each separate request will require an application fee.
Additional Fees will apply as per the Fees and Charges By-law.

Applicant Information			
Last Name		First Name	
Street No.	Street Name	Suite/Unit No.	Telephone No.
City/Town	Province	Postal Code	Mobile No.
E-mail Address			Fax No.

Project / Property Information		
Street No.	Street Name	Suite/Unit No.
Building Permit No. if known:		
Records Requested:		

Information for Applicant
The Town of Innisfil 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 provisions of the <i>Copyright Act</i>. Completed request 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.



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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)*
- 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.

Signature: _____ Date (YYYY-MM-DD): _____

Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*, as amended and the *Ontario Building Code Act, S.O. 1992, Chapter 23*. The information collected will be used for processing Routine Disclosure applications. Inquiries about the collection of personal information should be directed to Community Development Services Branch of the Town of Innisfil and can be contacted at 705-436-3710.