



Building Standards Department
 2141 Major Mackenzie Drive,
 Vaughan, ON L6A 1T1
 Phone: (905) 832-8510
 Fax: (905) 832-8558

File No.: _____

Disclosure of Building Survey Request

(Information from Departmental Records)

Applicant Information

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

Building Information (a separate application is required for each address)

Street Number	Street Name	Suite/Unit Number
Legal Description (office use)		
Records/Information Requested (may be described in a separate attachment)		

Information for Applicant

- **\$50.00 + HST (\$56.50) non-refundable fee** must accompany this application. **Should we have a copy of the survey on file, the balance will be due at that time.**
- The Building Standards Department will conduct a search for the survey and if the survey is found the request is subject to the provisions of the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56](#), the information will be provided.
- Please note that some documents may be subject to the provisions of the [Copyright Act](#).
- Completed requests will be retained for 30 days, after which the request is deemed to be abandoned and the file will be closed. If you wish to proceed with this request at a later date, a new application and fee will be required.
- The personal information on this form is collected under the [Municipal Act, 2001, S.O. 2001 c.25 s. 227 \(b\) and \(c\)](#), and the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56](#). The information will be used to process this application and to create statistical reports. Questions about the collection of information can be directed to the Building Standards Department at 905-832-8510.

