

TOWN OF
GRIMSBY

Town of Grimsby

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2177

Fax: 905-945-5010

Application for Routine Disclosure of Building Records

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) provides the right of access to building records. This application form and fees must be submitted to the Building Department in order to process the request. Application forms received without payment will not be processed until payment is received.

APPLICANT INFORMATION:

Name: _____

Organization: _____

Street Address: _____

City: _____ Postal Code: _____

Telephone No. _____ Mobile: _____

Email: _____

RECORD INFORMATION REQUEST (one application per property):

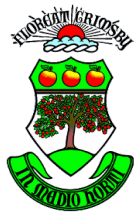
Street Address: _____

List Permit No.(s) if known: _____

Records Requested:

- Building Permits** – permits issued from July 2020 to present can be viewed by appointment only. Any permit prior to July 2020 requires a Freedom of Information request.
- Drawings** – Can be viewed in person by appointment.
- Sign Permits** – Copy fees may apply.
- Statistics – Building**
- Surveys** (prepared for building permit applications) – Copy fees may apply. Plans stamped “without prejudice” or where a security risk has been identified by the proponent may not be released.

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. Inquiries about the collection of personal information should be directed to the Office of the Clerk, 160 Livingston Ave, Grimsby, ON L3M 0J5, 905-945-9634.



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Fees:

Application Fee - \$10.00 per application

Photocopy Fee - \$10.00 per page up to 11"x17" (minimum of \$30.00)
\$30.00 per page over 11"x17"

Electronic format can be provided. In the event that an electronic format is not available, the requestor will be responsible for all printing costs associated. It will be the applicant's responsibility to make payment of the copied plans regardless of the quality prior to the release of records.

The Town of Grimsby 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 building plans, drawings and surveys 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 responsible for the building on behalf of a property owner (identification on company letterhead required when application is submitted)
- I have written consent from the property owner to obtain records (written consent to be submitted with application along with proof of ownership)
- I have written consent from the property management company or condo corporation of this property to obtain records (written consent to be submitted with application)
- I acknowledge that surveys may not be up to date and are not valid unless certified. If you need a valid copy, please contact a local Ontario land surveyor.
- I acknowledge that use and reproduction of building plans, drawings and surveys are subject to the *Copyright Act*. I am responsible for obtaining copyright release to use these documents.
- 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