



Routine Disclosure for Building Records Request Form

Please return completed application forms to Haldimand County's Building & Municipal Enforcement Services Division at 53 Thornburn Street South, Cayuga, ON N0A 1E0.

*Note: If you are not the owner of the property for which you are requesting records, you must provide a letter of consent from the owner in order to request Building Drawings and/or Engineering Reports.

Request for (check all that apply)

- Survey
- Building Drawings* (see above note)
- Engineering Reports* (see above note)
- Zoning verification
- Permits (please specify type, i.e. building, plumbing, septic, etc. _____)
- Orders

Property Details

Municipal Address of Property of Interest: _____

Roll Number: _____

Time Period of Records: _____

Requestor Contact Information

First Name: _____

Telephone (day): _____

Fax: _____

Address: _____

Last Name: _____

Telephone (night): _____

Email: _____

- I consent to the use of the information provided here and for the purpose of contacting me with regards to this request.
- I understand that I can withdraw my consent at any time by notifying Haldimand County.

Pick up / Mailing Arrangements

- In person pick up at the Haldimand County Administration Building
- Regular Mail
- Email

For institution use only:

Date received: _____

Comments: _____

Request number: _____

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection may be directed to the Freedom of Information Coordinator at 905-318-5932 ext.6362.

Instructions for Completing Building Records Access Request

Check all boxes that indicate what records you are requesting. If you are seeking records outside of the check boxes on this form, you must submit a separate Freedom of Information (FOI) application under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). An FOI application can be obtained and submitted through a customer service representative at any County office and must be accompanied by a non-refundable \$5.00 application fee. For more information about submitting an FOI request please contact the County's Deputy Clerk / FOI Coordinator at 905-318-5932, ext. 6362.

Property Details

The municipal address and roll number of the property for which you seek access to records are necessary in order to retrieve the requested information.

Specify the time period for the records as precisely as possible, e.g. from 2008/07/21 to 2009/11/30. This will assist staff in determining the location of the requested records and will expedite their retrieval.

Requestor's Information

Please ensure you have entered your name, address, telephone number and email address so that we can contact you if necessary.

An owner of the property may request access to any building records available for their property provided they can confirm they are the owner of the property.

An agent on behalf of an owner or a **person who has written consent** of the current owner may request access to any building drawings available for a specific property upon provision of written confirmation from the current owner of said property.

Confirmation of Corporate Ownership: Confirmation of a Corporate or Business ownership may include incorporation documents listing the names of authorized directors, deeds listing the principals of the corporation and/or an authorization letter from a listed Board of Director.

*The County will not accept verbal confirmation over the phone.

Pick up / Mailing Arrangements

Specify how you would like to receive the requested information once it is ready for release.

Additional Fees May Apply

Persons requesting access to records through Routine Disclosure may be required to pay some of the costs incurred by the County for processing the request as set out in the County's User Fee and Service Charges By-law. Typical fee charges that may apply to a request are photocopy fees. **Payment of any outstanding fees is required prior to the release of requested records.**

For Information

For further information related to the Routine Disclosure of Building Records process, please contact the Administrative Assistant for the Building & Municipal Enforcement Services Division at 905-318-5932 ext. 6422.