



2141 Major Mackenzie Drive, Vaughan, Ontario. L6A 1T1  
Telephone (905) 832-8510, Fax No. (905) 832-8558

2012-	_____	R	_____
Retrieval Fee	_____	Receipt No.	_____
\$21.75		Date	_____
Reproduction Fee	_____	Receipt No.	_____
		Date	_____

### Access to Building Standards Department Plans

**NOTE:**

- The Building Permit must have been issued.
- Custom Homes/High Rise Buildings/All Industrial and Commercial Shell and Interior Alterations require the Requestor to provide a letter from the Owner.
- Some requests may be denied pursuant to Section 8 of the Municipal Freedom of Information and Protection of Privacy Act.
- This department will review current Building Standards Department records in order to respond to your request, and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, if available, the information will be provided.
- Use of the document(s) by anyone other than the requestor is not permitted. The City of Vaughan does not guarantee or warrant the accuracy of the information provided in the document(s). Please contact the individuals/firms as shown within the title block if you have any questions concerning application of the Copyright Act of the accuracy of the document(s).
- The 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 chapter M.56. The information is used to process your request for access to the Building Standards Department Plans. Questions about this collection can be directed to the Building Standard's Office Coordinator at 905-832-8510 Extension 8227.

**To be Completed by Applicant (one application per property)**

Application Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone No. (Bus): \_\_\_\_\_ Cell No: \_\_\_\_\_

Address of Property Requested: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Permit/Application No. (if applicable): \_\_\_\_\_

Specific information required: (A letter detailing your request may be attached):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A \$24.58 retrieval fee must accompany this application. Fee is non-refundable.  
\$0.50/page on-site copying or \$5.00/page off-site copying plus HST**

**Office Use Only**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_