

# Building Services Records Request



Provide the property address you are inquiring about:

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## A. Requester information

If you are the property owner, please provide proof of ownership.

If you are not the property owner, submit the owner's written authorization by completing section C below. The request cannot be processed if you are not authorized by the property owner or an authorized agent.

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Corporation or organization (if applicable): \_\_\_\_\_

## B. Records requested

- |   |                                   |
|---|-----------------------------------|
| Survey or site plan                       | Building permits and applications |
| Inspection reports                        | Building plans and drawings       |
| Orders issued under the Building Code Act |                                   |

Select preference of record format:

- |                 |  |
|-----------------|--|
| Digital (email) | Paper (pick-up in person, additional photocopy fees may apply) |
|-----------------|--|

Note: if you have selected paper copies as your preference, records must be picked up at City Hall, 3<sup>rd</sup> floor when notified.

Please indicate if a delegate is picking up record(s) on your behalf:    Yes    No

If yes, please provide delegates contact information below:

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

### **C. Property owners authorization**

I/we, [name(s)] \_\_\_\_\_ the registered owner(s) of the above-mentioned property, authorize the requestor (name) \_\_\_\_\_ to access copies of records for the above-mentioned property, if available. This authorization is valid for this request only.

Property owner(s) signatures:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **D. Disclaimer**

The requestor acknowledges that the search results are not guaranteed. The requestor agrees to adhere to the Copyright Act and acknowledge that copyrighted documents may not be reproduced nor be presented as original work (notice of the copyright holder is indicated on the records) and agree to refrain from taking photographs or videos while viewing records. The City of Guelph does not warrant the accuracy or quality of any information found in the record(s). All fees paid for requests are non-refundable.

**Requestor's signature:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Collection of Personal Information**

Personal information contained in any emails, forms, or documents that you submit will be used for the purposes of verifying ownership of the property, verifying authorization to receive records, and responding to requests.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. If you have questions about the collection, use or disclosure of this personal information, please contact the Information and Access Coordinator by phone at 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Accessible formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca).