



# Request For Information

## from Building Standards Branch Records

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.

### Property Information

Building number, street name		Unit number	Roll #
Town <b>East Gwillimbury</b>	Postal code	Lot & Plan Number	

### Applicant Information

 Applicant is:  Owner or  Authorized Agent

Last name	First name	Corporation
Street address	Town	Postal code
Tel. Number	Fax	E-mail

### Owner Information

Last name	First name	Corporation
Street address	Town	Postal code
Tel. Number	Fax	E-mail

### Information Requested

Survey  As Built Septic Plan

### NOTE FOR APPLICANT:

- The fee for a record search is \$50 per application. There is no guarantee that the information being requested is available.
- Allow a minimum of 5 business day for a record search.
- Building records provided are copies of those on file at the Town of East Gwillimbury. Town of East Gwillimbury disclaims any liability as to the accuracy of the contents of the building records as provided and would recommend that you contact the Engineer(s), Architect(s), Surveyor(s), and/or Designer(s) noted on the building records to confirm accuracy if you intend to rely on them for any reason.
- Completed 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 this request at a later date a new request and fee will be required.

### Declaration

I do hereby declare the following:

- That I am  The owner of the property as described above  
 A person who has the written consent of a property owner (proof required)\*
- That I have read and understand the information stated on this form
- That the information included in the application is complete and accurate

\_\_\_\_\_ Date \_\_\_\_\_ Signature of applicant

**\*Request received without owner consent will not be accepted.**

<b>For office use only</b>		
Date Received:	Payment received:	Received by:
Record search comments:		
Completed by:		
Date picked up:	Payment received:	Completed by:

Updated November 27, 2020