

# Application for Routine Disclosure of Building Records

Town of Oakville  
 Building Services Department  
 1225 Trafalgar Road  
 Oakville, ON L6H 0H3  
 Tel: 905-845-6601  
[www.oakville.ca](http://www.oakville.ca)



Property owners and authorized agents may use this form to request access to building records under the Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Dependent upon availability of records requested, additional charges for services may apply. Digitized copies of records will be provided to the email address provided below. To apply, please send this completed form to [buildingrecords@oakville.ca](mailto:buildingrecords@oakville.ca)

A. Applicant/Property Owner Information			
Name	Organization (if applicable)		
Address	City / Town	Province	Postal Code
E-mail		Phone No.	

B. Record Information Request (one application form per property):		
Street No.	Street Name	Suite/Unit No.
List permit numbers if known:		
Help us provide you with the most helpful records you are looking for. Why are you looking for the drawings? What specific information would you like to know? From what time period?		
Please indicate the type of records requested.		
<input type="checkbox"/> Permit drawings (such as architectural, mechanical, structural, etc.) <input type="checkbox"/> Permit documents (such as application form) <input type="checkbox"/> Inspection records  Committee of Adjustment files (most records since 2015 are available online at <a href="http://Oakville.ca">Oakville.ca</a> under 'Agendas and Minutes')		
Note: Property surveys can be requested directly online at <a href="https://www.oakville.ca/residents/property-survey.html">https://www.oakville.ca/residents/property-survey.html</a>		

## Important information for applicant

The Town of Oakville Building Services 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 drawings 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.

The town retains building records for up to 15 years.

## F. Declaration of Applicant

I, the undersigned, do hereby declare that the statements and attached documentation made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application:

- I am the current registered owner of the property as described above (identification required).
- I am an authorized agent of the owner of the property and have attached a letter of authorization signed by the property owner.
- I acknowledge that use and reproduction of building plans/surveys are subject to the Copyright Act.
- I acknowledge that I have read and understand all information and requirements on this application form, and that all information in this application form is complete and accurate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The release of property surveys, and building permit plans/drawings is pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Personal information collected on this form will be used in the processing of the Routine Disclosure. Questions about the collection of this information should be directed to the Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3, Tel: 905-845-6601 ext. 3195.