



Building Services
 32 Mill Street Box 310
 Thornbury, Ontario
 519-599-3131 Ext 239
build@thebluemountains.ca

The Corporation of The Town of The Blue Mountains Request for Access to Building Permit Records

Party Requesting Information:

DATE:
NAME:
FIRM/CORPORATION (IF APPLICABLE):
EMAIL ADDRESS:
PHONE #

Request for Permit Records on the following property (a separate application is required for each address):

REGISTERED OWNER:
CIVIC ADDRESS:
LEGAL DESCRIPTION:

Fee \$50.00 [We accept Visa/MasterCard (by phone) or cheque payable to The Town of The Blue Mountains]

Please note the following important information:

- Building permit records are typically a matter of public record and often general questions can be answered by looking at the information available in the Town of The Blue Mountains archived building permit records or scanned documents.
- Requests can be made in person at the Building Division’s service desk or by email. In either case, this form is to be completed and returned with payment in order to initiate the request for record search.
- If the requester is not the current property owner, in order to obtain copies of the plans or documents, please provide a letter of authorization from the owner that includes the owner’s contact information.
- Printed copies of building permit records are not provided. Any copies of records provided will be sent as PDF files by email or *ShareFile*.
- The Town of The Blue Mountains disclaims any liability as to the accuracy of the contents of the copies of building plans researched and recommends that the requester contact the Engineer(s), Architect(s), Surveyor(s) and/or Designer(s) noted on the building plans to confirm accuracy if there is intention to rely on the information for any reason. There is no guarantee that the Town will have plans or records on file for all properties.
- **THE DRAWINGS AND PLANS OBTAINED VIA THE ACCESS TO BUILDING PERMIT RECORDS PROCESS MAY BE SUBJECT TO THE PROVISIONS OF THE *COPYRIGHT ACT*. PERMISSION FROM THE COPYRIGHT OWNER IS REQUIRED IN WRITING BEFORE ANY COPIES OF PLANS WILL BE RELEASED. IT IS THE RESPONSIBILITY OF THE REQUESTER TO OBTAIN REQUIRED WRITTEN PERMISSION(S). PHOTOGRAPHS OF PLANS SUBJECT TO COPYRIGHT ARE NOT PERMITTED.**

OFFICE USE	Payment Received:
Date Received:	Roll No: