



Request for Access to Building Permit Records

32 Mill Street, Box 310, Thornbury, ON N0H 2P0

Phone: (519) 599-3131 ext. 239

<mailto:build@thebluemountains.ca>

www.thebluemountains.ca

Applicant Information:

NAME:	FIRM/CORPORATION:
ADDRESS:	PHONE #
EMAIL:	

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

CIVIC ADDRESS:
LEGAL DESCRIPTION:
RECORDS BEING REQUESTED: (PLEASE BE AS DETAILED AS POSSIBLE)

Fee: \$150.00 [We accept Visa/MasterCard (by phone) or cheque payable to The Town of The Blue Mountains]

Please note the following important 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 provided and would recommend 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. Please note that plans are subject to the provisions of the *Copyright Act*. There is no guarantee that the Town will have plans or records on file for all properties.
- All fees paid for requests are non-refundable.

Applicant Declaration

I do hereby declare that:

- ☐ I am the Owner of the property as described above (identification may be required)
- ☐ I have written consent from the property owner to obtain records (written consent must be submitted with request)
- ☐ I am a director of the management company responsible for the building on behalf of a property owner (written consent is required to be submitted with request)
- ☐ I am a person who has the written consent of a property owner or the management company (written consent is required to be submitted with request)

I acknowledge that use and reproduction of building plans/surveys are subject to the *Copyright Act*. As the current property owner, I further acknowledge that if I intend to use and reproduce the building plans for renovation/maintenance or other purposes that would grant me an implied copyright license.

☐ I acknowledge that I have read and understand all above information and requirements on this application form, and that all information included in the application form is complete and accurate

Applicant Signature	Date
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