



## ROUTINE DISCLOSURE OF BUILDING DIVISION RECORDS

Date: \_\_\_\_\_

**\*\*Please read and complete both pages\*\***

Requested Property Address:		Municipality:
<hr/>		
Requested Information:	Building Permits: <input type="checkbox"/> Building Plans: <input type="checkbox"/> Survey: <input type="checkbox"/> Site Plan: Other: Specify: _____	
Name:	<u>Property Owner</u> _____	<u>Applicant</u> (if different than Owner) _____
Mailing Address:	_____	_____
Phone Number:	_____	_____
Email Address:	_____	_____

The personal information collected on this form is authorized under the Municipal Act, 2001, Section 227, and will be used to contact you and for the administration of performing Building Division file searches. If you have any questions regarding the collection of this information, please contact the Building Division at 71 Main Street West, 3<sup>rd</sup> floor, (905)546-2720.

### **Terms of Acceptance**

**Property is owned by a PERSON(S):** In order to obtain the requested records, photo ID (with signature) must be shown by the current owner. If the requested records are to be picked up by someone other than the current owner, the agent must provide photo/ID (with signature), along with an original letter from the current owner which is to state the name, address, contact information of the current owner, and their permission to allow the named agent to obtain the requested records.

**Property is owned by a CORPORATION:** In order to obtain the requested records, photo ID (with signature) must be shown by an owner/director of the corporation, along with information to demonstrate they are the owner/director of the corporation (e.g. Articles of Incorporation etc.). If the requested records are to be picked up by someone other than the current owner/corporation, the agent must provide photo/ID (with signature), along with an original letter from an owner/director of the corporation (on corporate letterhead) which is to state the name, address, contact information of the owner/director, and their permission to allow the named agent to obtain the requested records. The letter is to be accompanied by information to demonstrate the author of the letter is an owner/director of the corporation (e.g. Articles of Incorporation etc.).

**ALL DOCUMENTS MUST BE PICKED UP AT CITY HALL**

71 Main St West, 3<sup>rd</sup> Floor (8:30 a.m.-4:30 p.m. Monday to Friday)

**Proof of ownership is required to obtain records and MUST match the name stated on the Current Tax Roll**

Completed & signed form may be emailed to: [building@hamilton.ca](mailto:building@hamilton.ca).



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Hamilton

All fees are subject to HST. **Fees are non-refundable**

Initial File Search - includes 15 mins of search time and 10 prints up to 11" x 17": \$51.80

Additional Search Time - for each additional 15 mins of search time: \$25.90

Additional Printing/Copying – for prints/copies up to 11" x 17": \$0.48 / pg.

Additional Printing/Copying – for prints/copies between 11" x 17" and 24" x 36": \$12.39 / pg.

**I have read the above information and understand that when I pick up the requested records, I will be required to provide proof of ownership. If I am not the current property owner, I will be required to provide a letter from the current owner authorizing me to pick up the documents on their behalf.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office Use Only:**

Date Received:	Notes:	<input type="checkbox"/> Documents stamped <input type="checkbox"/> Documents scanned & attached to system <u>Applicant contacted</u> <input type="checkbox"/> Called <input type="checkbox"/> Emailed Date: _____ <input type="checkbox"/> Excel Updated	
Taxes <input type="checkbox"/> Auth Rec'd <input type="checkbox"/> # of Digital Files Found: _____	Microfilm <input type="checkbox"/> Paper <input type="checkbox"/> Searched by: _____	Total Number of Files Found: _____	
Folder #: _____  Search Time _____ (# 15min blocks):  # of pages Small (8x11 & 11x17) _____	Date: _____  No Files Found <input type="checkbox"/>  + Search Time _____ (# 15min blocks): <span style="float: right;">-1</span>  # of pages + Small (8x11 & 11x17) _____ <span style="float: right;">-10</span>  Large: (> 11" x 17") _____ <span style="float: right;">-10</span>	<u>Additional Fees</u>  _____ X \$25.90/blk = _____  _____ X \$0.48 /pg. = _____  _____ X \$12.39 /pg. = _____  Total additional Fee = _____ (+tax)	
Pick up Date	Person Picking up (Print Name)	Photo ID Checked <input type="checkbox"/>	Signature