

ROUTINE DISCLOSURE OF BUILDING DIVISION RECORDS

Date: _____

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

Requested Property Address: _____		Municipality: _____
Requested Information: _____ Building Permits: <input type="checkbox"/> Building Plans: _____ Survey: _____ Site Plan: _____ Other: Specify: _____		
	<u>Property Owner</u>	<u>Applicant</u> (if different than Owner)
Name:	_____	_____
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, 3rd 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, 3rd 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.



Hamilton

ROUTINE DISCLOSURE OF BUILDING DIVISION RECORDS

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

<u>Initial File Search</u> - includes 15 mins of search time and 10 prints up to 11" x 17":	\$51.80
<u>Additional Search Time</u> - for each additional 15 mins of search time:	\$25.90
<u>Additional Printing/Copying</u> – for prints/copies up to 11" x 17":	\$0.48 / pg.
<u>Additional Printing/Copying</u> – 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: _____ Folder #: _____ Search Time (# 15min blocks): _____ # of pages Small (8x11 & 11x17) _____	Microfilm <input type="checkbox"/> Paper <input type="checkbox"/> Searched by: _____ Date: _____ No Files Found <input type="checkbox"/> + Search Time (# 15min blocks): _____ $\xrightarrow{-1}$ # of pages Small (8x11 & 11x17) _____ $\xrightarrow{-10}$ Large: (> 11" x 17") _____ $\xrightarrow{\quad}$	Total Number of Files Found: _____ <u>Additional Fees</u> _____ X \$25.90/blk = _____ _____ X \$0.48 /pg. = _____ _____ X \$12.39 /pg. = _____ Total additional Fee = _____ (+tax)		
<u>Pick up Date</u>	<u>Person Picking up (Print Name)</u>	Photo ID Checked <input type="checkbox"/>	<u>Signature</u>	