



Building and Development Services Department

Routine Disclosure Request Form

Pricing

| Type of Record Request | Service Timeline | Fee | Requested Service |
|---|------------------|--|--------------------------|
| Building Plans/Architectural Drawings, Site Plans, Surveys | 10 business days | \$30 per hour search fee, min \$15 charge. | <input type="checkbox"/> |
| Septic Use Permit and Septic Layout/Details | | \$30 per hour search fee, min \$15 charge. | <input type="checkbox"/> |
| Inspection Reports including Final and Occupancy Certificates | | \$30 per hour search fee, min \$15 charge. | <input type="checkbox"/> |
| Other Record Type Identified in Appendix #1 of Routine Disclosure and Active Dissemination Policy, as amended | | \$30 per hour search fee, min \$15 charge. | <input type="checkbox"/> |

Fees are per address. A minimum processing fee of \$15.00 to be paid at time of Application. Additional fees, in accordance with the Town's Fees and Charges By-law associated with the search and/or retrieval of records will be payable prior to final decision on disclosure. There will be a \$0.25 per page charge for scanning/photocopying and \$.75 charge per page for large scale scanning/photocopying of any of the above records up to 11 x 17.

Please provide a detailed description of the records you are requesting

Level of Access: E-mail Mail Pick up

A request will be deemed closed if no steps are taken by the requestor to view or obtain copies within 30 days of being notified that the search has been completed.

Processing and Payment Information:

Application forms may be submitted by mail or dropped off in person or through the Town's drop box.

Address: Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach ON L9Z 1A1

Decision about records will be provided once applicable payment has been received even if, no records were found.

Applicant Information

| | | |
|---|-------------------|--------------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. | Last Name: | First Name: |
|---|-------------------|--------------------|

Company Name (if applicable):

Contact Address: _____ **Apt/Unit #:** _____

City/Town: _____ **Postal Code:** _____ **Phone Number:** _____

Property Address/Information: _____ **Email Address:** _____

Preferred Method of Contact:

Applicant's Declaration: (see Types of Records table for access requirements by document type)

- I do hereby declare that I am the:**
- The owner of the property described above
 - A director of the management company responsible for the building on behalf of a property owner
 - A person who has the written consent of a property owner or the management company for the building
 - Not applicable

The requester also acknowledges that a survey requested may not be a current survey and that is the requesters' responsibility to confirm with the Registry Office for the most current one. The Town of Wasaga Beach's Routine Disclosure Application, allows public access to contained or controlled records, while ensuring that the access to the information requests respect the intent of the Copyright Act, without the necessity of a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

Signature: _____ **Date:** _____

Notice of Collection: The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, Municipal Act 2001, S.O. 2001, c. 25 and/or the Building Code Act, 1992 S.O. 1992, c. 23. The information will be used for the purposes of responding to your request. Questions about this collection can be directed to the Town Clerk, Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach ON L9Z 1A1.



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Types of Records

| Type of Record | Description | Who can access |
|---|--|--|
| Building Plans/Architectural Drawings, Site Plans, Surveys | May include property floor plans, roof framing plans, architectural elevations, and HVAC plans. A Site plan identifies buildings and other features in relation to property boundaries. Most of the information required for a site plan can be found on the property's survey. A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles and elevation. | No restrictions |
| Building Permits, Applications, Inspection Reports including Occupancy Certificates and Final Inspections | Building Permit is a document providing a builder permission to begin construction, demolition, renovation or additions. Inspection reports are prepared by a Building Inspector in response to a request for inspection by a builder. Occupancy certificates ensure conformance with the Ontario Building Code for safety. An inspection is conducted prior to occupancy of the space. | |
| Septic Use Permit and Septic Layout/Details | A Septic Use Permit is issued when the septic system was installed or last tested. A site drawing of the property showing where the septic tank, tile bed etc. location. | |
| Building Investigation Inspection Reports | Reports prepared by the Building Department providing details of what was observed at a property during an investigation. | Provided to property owners, or agents acting on behalf of a property owner. |

Miscellaneous Information

Engineering Drawings: Records include Plan and Profile, Storm Drainage Area Plans, Sanitary Drainage Area Plans, Design Sheets, accompanying Drainage Plans, Site Plans, Compiled Servicing for Storm, Sanitary, Water, and relates to municipal information only (i.e., not private lots). Contact engineering@wasagabeach.com or 705-429-3844.

Fire Incident and Investigation Reports: Contact Fire and Emergency Services at fire@wasagabeach.com 705-429-5281.

Applications under the Planning Act, Official Plans, Zoning By-Law, OMB Decisions and Orders: Contact the Planning and Development Services Department at planning@wasagabeach.com or 705-429-3844.