

Request for Information and/or Documentation

Owner's Name: _____

Applicant's Name: _____

Contact Telephone: _____ Date: _____

Requested Property Address: _____

Signature of Owner/Applicant: _____

Information Requested: _____

Survey Requested: ☐ Yes ☐ No

Owner's Authorization Attached: ☐ Yes ☐ No

For office use only:

<input type="checkbox"/> Document Search Fee	\$47.61
<input type="checkbox"/> Document Review	\$109.41/hr.
<input type="checkbox"/> Additional Archive Document Retrieval Fee (May apply if off-site retrieval is required)	\$42.44
<input type="checkbox"/> Written Comments for Provincial Licensing Applications	\$114.50/hr.
<input type="checkbox"/> Property Survey	\$16.36
<input type="checkbox"/> Photocopying/Scanning Charges:	\$_____
\$0.50 x _____ (8.5x11, 8.5x14, 11x17) = _____	
\$8.67 x _____ (larger than 11x17) = _____	\$_____ TOTAL

Staff Signature

Date Information Provided

Box Number Ordered: _____

Date Ordered: _____

- The normal response time for these inquiries is up to twenty business days.
- The base fees shown above cover the initial search. Additional costs may be incurred depending on the information requested. If also requesting plan copies, copying charges will apply and are based on the Town of Halton Hills current Rates and Fees Schedule.
- Building plans constructed prior to 1974 (1970 for Georgetown) are not available in our files.
- Information regarding Septic systems constructed prior to April 6, 1998, are not available at this office. Records prior to that date may be available by contacting the Halton Region at 1-866-442-5866.

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Building Services at 905-873-2600 ext. 2300.

Copyright law applies to all surveys and may also apply to specific construction plans.

If owner's authorization cannot be obtained, please contact the FOI Coordinator.