



BUILDING CODE SERVICES

Access to Building Permit Records

Please note: Request for information and copies of documents will be processed in accordance with the program for Access to Building Permit Records.

PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE – The City cannot guarantee that the information you are requesting will be located. Application fee due at time of submission.

Applicant must indicate:

- Current Residential Property Owner Original Permit Holder Non-Permit Holder

Preferred Client Service Centre for viewing records:

- Ben Franklin Place – 101 Centrepointe Drive, 2nd Floor Orléans – 255 Centrum Boulevard, 2nd Floor

Rural Client Service Centres open one (1) day per week:

- Metcalfe (Tues) - 8243 Victoria Street West Carleton (Wed) - 5670 Carp Road North Gower (Thurs) - 2155 Roger Stevens Drive

APPLICANT INFORMATION

Application fee \$82.00

Last Name:		First Name:	
Address:			
City or Town:	Province:	Postal Code:	E-Mail:
Contact Phone Number:	Other Phone Number:		Fax Phone Number:

SUBJECT ADDRESS:

SPECIFIC DOCUMENTS REQUESTED: Building permit records Sign permit records

Fees for Requested Documents To Be Paid After Viewing (+ HST applicable):

- Paper - \$0.35 per page
- Plan Sheet - \$12.35 per plan per sheet (digital available)

I, the undersigned, consent to the collection of my personal information on this form for the purpose of processing this request and communicating with me. I understand that the City of Ottawa will maintain all requests in a database for administrative purposes. Questions regarding this collection may be addressed to Compliance and Enforcement, 101 Centrepointe Drive, Nepean, ON K2G 5K7, 580-2424 ext. 25852.

I acknowledge that use and reproduction of building plans may be subject to the Copyright Act and if I am the current property owner I further acknowledge that I intend to use and reproduce the building plans for renovation/maintenance or similar purposes that would grant me an implied copyright license.

_____ Signature of Applicant

_____ Date

FOR OFFICE USE ONLY

APPLICATION NO.:

Comments:

Directed to: Building Code Services, 101 Centrepointe Drive, Nepean, ON K2G 5K7 - Mail Code: 04-11