



Records for Routine Disclosure

Fees will be charged in accordance with the Town's Fees and Charges By-law and Building Permit By-law, as amended.

Type of Record	Definition of Record	Estimated Time Frame	Who Can Access?
Building Department			
Building Drawings and Building Plans	May include property site plans, building size, setbacks to property lines, driveway dimensions, floor plans, roof framing plans, architectural elevations, and HVAC plans.	5-7 business days	Property Owner, or authorized representative
Occupancy Certificates	Occupancy certificates ensure conformance with the Ontario Building Code for safety. An inspection is conducted prior to occupancy of the space.	5-7 business days	Property Owner, or authorized representative
Inspection Reports	Inspection reports are prepared by a Building Inspector in response to a request for inspection by a builder.	5-7 business days	Property Owner, or authorized representative
Survey	A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles, and elevations.	5-7 business days	Anyone who makes a request
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.	5-7 business days	Anyone who makes a request
Engineering Department			
Site Plan	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 survey.	Regular Service - 7 business days	Anyone who makes a request
Infrastructure Drawings	Large format engineering drawings such as plan and profile, lot grading, storm and sanitary drainage area plans and utility coordination.	Regular Service - 7 business days	Anyone who makes a request
Infrastructure Design Sheets	Storm and sanitary design sheets typically submitted as part of the subdivision submission.	Regular Service - 7 business days	Anyone who makes a request

Infrastructure Network Concession Block Maps	Maps of sanitary, storm or water networks by concessional block.	Regular Service - 7 business days	Anyone who makes a request
Planning Department			
Committee of Adjustment Records	The Committee of Adjustment considers applications for Minor Variance, Permissions and Consents. Records can include the decision files, minutes, staff reports, and other documents related to the Application.	Available on Website	Anyone who makes a request
Planning Records	Official Plan, including schedules Official Plan schedules - each Zoning By-law including schedules Zoning By-law maps - each Town Maps Applications for Amendments (Public Information)	5 business days	Anyone who makes a request
Various Departments			
Compliance Letters	Zoning Compliance Letter Zoning Compliance Letter – Priority Service Subdivision Compliance Letter Subdivision Compliance Letter – Priority Services Building and Septic Compliance Letter	Regular Service - 7 business days Priority Service - 2 business days	Anyone who makes a request
Fire Department			
Fire Incident Reports	Fire Incident Reports are a written record documenting data from the fire/incident which can generally be easily determined.	5-7 business days	Property owners OR insurance adjusters and/or law firms, with property owner's permission
Fire Investigation Reports	Fire Investigation Reports are a written record documenting by an official investigation of the fire and the potential determination of the various factors involved in the fire/incident.	5-7 business days	Property owners OR insurance adjusters and/or law firms, with property owner's permission