

**REQUEST FOR PLANNING & DEVELOPMENT SERVICES  
INFORMATION AVAILABLE TO PUBLIC**

<b>Enquirer's Information</b>	Date:
Name:	City:
Company:	Province:
Address:	Postal Code:
Phone:	Email:

**Purpose of Request** – This information will help to target our search for information and can help reduce fees payable.


**Information Requested**  
Indicate by checking the appropriate box the kind of information you would like to obtain. See below for fees.

<b>Permit Application</b>	<input type="checkbox"/> All Applications	<b>Drawings</b> Note: a minimum deposit of \$50.00 applies to all requests for the reproduction of drawings	<input type="checkbox"/> Architectural
	<input type="checkbox"/> Describe specific		<input type="checkbox"/> Mechanical
	<input type="checkbox"/> Project History		<input type="checkbox"/> Structural
	<input type="checkbox"/>		<input type="checkbox"/>

Other: Please be specific. Use another page if necessary.


**Media preferred.** Please indicate in which media you prefer to receive the requested information:

No Reproduction. I just need to view it (See Note 4)     Paper reproductions   

<b>Fees</b>	Payment Method:	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash
A. Base Charge	\$10.00	Notes:	
B. Reproduction Cost			
C. Preparation (\$75/hr)			
D. (Deposit)			
<b>A+B+C+D</b>			

Reproduction Cost:

8 1/2 x 11	\$0.20 per page	11 x 17	\$0.20 per page	Large Drawings	TBD
8 1/2 x 14	\$0.20 per page	11 x 17 – coloured	\$1.00 per page		

**Important Notes:**

- All requests with fees exceeding \$50.00 require advance payment. You will be contacted with an estimate.
- To comply with privacy legislation, some information may not be accessible or certain information may be expunged. For example, personal names and phone numbers or documents that pertain to ongoing litigation will not be provided.
- Drawings pertaining to active permit applications will not be reproduced.
- Information not protected by privacy legislation is available for perusal in our office at no charge subject to the completion of this document. Please make an appointment.
- This is not an access to information request pursuant to the Municipal Freedom of Information, Protection of Private Act.
- Drawings and plans shall not be used or reproduced in such manner as may violate applicable copyright or other laws. They are provided here and may be used only to help determine compliance with the Ontario Building Code and applicable law. For construction plans, please consult the copyright holder.

I have read and understand the foregoing

Signature \_\_\_\_\_

Personal information collected on this form is collected under the authority of the *Building Code Act, 1992, S.O. 1992, c. 23* and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions with respect to this collection should be addressed to the Chief Building Official, Town of Bradford West Gwillimbury, 305 Barrie Street Unit 4B, Bradford, ON, L3Z 2A9, Telephone 905.778.2055, Fax 905.775.2035.