



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 Centrepoin Drive, 2nd Floor ☐ Kanata – 580 Terry Fox Drive
☐ 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 \$77.00

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

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

- Paper - \$0.30 per page
- Plan Sheet - \$11.55 per plan per sheet (digital not available)
- USB - \$17.25 per USB – microfiche/microfilm only

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 Centrepoin 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 Centrepoin Drive, Nepean, ON K2G 5K7 - Mail **Code: 04-11**