



THE CORPORATION OF THE CITY OF BARRIE  
Infrastructure Department

## ENGINEERING RECORDS REQUEST FORM

### INFORMATION NOTES FOR REQUESTOR:

1. Only one area record request per form will be accepted.
2. It is our mandate to try to complete these record requests within 10 business days, unless the request is of an untypical larger area size and is also dependent on the sheer volume of record requests being received.
3. Record requests are completed in the order of date received, unless we receive proof of extenuating circumstances. You will be contacted by phone or email if additional information is required to complete the request. Once your application has been reviewed and information located, you will be notified that the drawings can be purchased and picked up at our "Service Barrie" front counter on the first floor of City Hall.
4. The record information provided is the ownership of the City of Barrie. This information is provided to you for the project purpose as indicated within this form and is not to be provided to other agencies for other project purposes.
5. Although we try to ensure the accuracy of the record information, we do not guarantee the accuracy of the record information provided and field verification must be completed.
6. Any locations of the Non-Municipal Utilities information, which may be shown on these drawings is not guaranteed accurate or complete by the City. The user of the plans must confirm these locations with the appropriate utility companies.
7. The City of Barrie is not permitted to provide the following plan types; City Owned Facility Plans, Site Plans, Building Plans, Railway Plans or Non-As Constructed Subdivision Development Plans, unless working directly for the City of Barrie.
8. The cost associated with the request is outlined below as per the City Fees By-law. The fee may be paid by cash, cheque and debit. Credit Card Payment will not be accepted. Electronic record information can be burned onto CD's, DVD's, memory sticks or emailed depending on file size of attachments.
9. The personal information on this form is collected under the authority of the Municipal Act, 2001. The information will only be used for the purpose of responding to your request for engineering drawings held by the City.
10. By signing this form, I certify that this form is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information. I understand that falsification could be cause for refusal.
11. Please note that once an Engineering Records Request Form has been submitted to the City of Barrie the requestor will be billed by the City if the requestor chooses not to pick up records after a period of 2 months from the date the request was made. At this time the hardcopy prints/electronic data CD's, DVD's, memory sticks produced will be discarded.

**Please Contact the Engineering Records Coordinator for Record Requests at;**

[Engineering.Records@barrie.ca](mailto:Engineering.Records@barrie.ca)

### ENGINEERING RECORD PRODUCT FEES:

**\*Note pricing is susceptible to change with annual City Fees By-law updates.  
Payment can be made by Cash, Debit, Credit Card or Cheque.**

Products	Current Fee	HST (13%)	Total
B/W Engineering Plan Print	\$11.42	\$1.49	\$12.91
Digital TIF Engineering Plan (No Spatial File)	\$16.73	\$2.17	\$18.91
Engineering Records Research Fee per hour	\$88.55	\$11.51	\$100.06

**PLEASE FILL IN ALL BLANKS ON FORM UNLESS OTHERWISE NOTED**

NAME:	DATE (yyyy/mm/dd):
COMPANY:	
ADDRESS:	POSTAL CODE:
PHONE NO. (Business, Home, Cell, Fax)	
E-MAIL:	
DATE REQUIRED (yyyy/mm/dd):	

**PURPOSE OF INFORMATION REQUEST:**

<input type="checkbox"/> SITE DEVELOPMENT	<b>CITY PROJECT INFORMATION:</b>
<input type="checkbox"/> PUBLIC UTILITY INSTALLATION	DEPARTMENT:
<input type="checkbox"/> HOME SERVICE CONNECTION	PROJECT NAME:
<input type="checkbox"/> WORKING FOR CITY ON CITY PROJECT	PROJECT MANAGER:
<input type="checkbox"/> DRAINAGE ISSUE	
<input type="checkbox"/> OTHER (Please List):	

**RECORD FORMATS:**

<input type="checkbox"/> HARD COPY	<input type="checkbox"/> DIGITAL (TIF)	<input type="checkbox"/>
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**PLAN TYPE/S:**

<input type="checkbox"/> PLAN AND PROFILE	<input type="checkbox"/> GRADING PLAN	<input type="checkbox"/> PAVEMENT MARKINGS PLAN
<input type="checkbox"/> STORM POND PLAN	<input type="checkbox"/> GENERAL SERVICING PLAN	<input type="checkbox"/> LANDSCAPING PLAN
<input type="checkbox"/> STORM DRAINAGE PLAN	<input type="checkbox"/> TRAFFIC SIGNALIZATION PLAN	<input type="checkbox"/> GENERAL NOTES PLAN
<input type="checkbox"/> SANITARY DRAINAGE PLAN	<input type="checkbox"/> STREET LIGHTING PLAN	<input type="checkbox"/> DETAIL PLAN
<input type="checkbox"/> SITE PLAN (Cannot sell only view)		
OTHER PLAN TYPES (Please List):		

\* For all **Water & Sanitary Lateral Service drawing requests** please email [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca) or call 705-726-4242. These records can be provided at no charge as hard copy prints or emailed as PDFs.

**AREA OF REQUEST: (Note please submit one "Engineering Request Form" per area)**

ADDRESS # & ROAD NAME (Please provide a location map):
DETAILED DESCRIPTION OF LOCATION (ex. Main street, from street and to street):
<b>SIGNATURE:</b> _____ <b>DATE (yyyy/mm/dd):</b> _____

Please email Engineering Records Request Forms to [Engineering.Records@barrie.ca](mailto:Engineering.Records@barrie.ca)

\*Note; emailed "Engineering Records Request Forms" will be accepted as signature

**FOR OFFICE USE ONLY:**

Researcher: \_\_\_\_\_ Date (yyyy/mm/dd): \_\_\_\_\_ Request No.: \_\_\_\_\_

Total Cost of Records: \$ \_\_\_\_\_