RD

Service Barrie – City of Barrie
70 Collier Street, P.O. Box 400, 1st Floor, City Hall
Barrie, Ontario, L4M 4T5
Phone: (705) 726-4242, ServiceBarrie@barrie.ca

Building Department - Document Services Request Form

Document(s) Requested

☐ Building Drawing ☐ Lot Grading ☐ Final Inspection Report

☐ Occupancy ☐ Occupant Load

Search Address: _____

Requester Contact Information

First Name		Last Name		
Street Address	Unit #	City or Town	Province	Postal Code
Telephone	Fax	Email		

A minimum fee based on 15 minutes of research is required to be paid prior to the release of documents and further copying and research fees may be applicable as per the City's Fees By-law. A deposit of $5.00 will be charged at the time of application.

Should your request be deemed to be a formal Freedom of Information Request, the $5.00 deposit will be moved over to that process and you will be notified of any balance of fees with the decision letter.

Individual Ownership Verification

☐ **I am the property owner**
- *Proof of ownership is required (photo ID showing address)*

☐ **I have permission from the property owner to obtain the requested information**
- *A signed Owner Consent Form is required*

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Corporate Ownership Verification

☐ **I have the authority to bind the corporation**
- *Proof establishing the authorization is required (written consent, on company letterhead, by the owner, board of directors, or other governing body)*

☐ **I am acting as an agent on behalf of the owner or authorized individual (I do not have authority to bind the corporation)**
- *A signed Owner Consent Form is required (an authorized individual may sign on behalf of the owner, provided that proof of authorization has been submitted)*

Acknowledgement

By signing below, we / I the requester acknowledge that search results are not guaranteed, agree to the adhere to the *Copyright Act* and acknowledge that copyrighted documents may not be reproduced for profit nor be presented as original work (notice of the copyright holder is indicated on the records), and agree to refrain from taking photographs or videos while viewing records.

Requester Signature	Service Barrie Representative
Date	Date

FOR USE BY SERVICE BARRIE:

Individual Ownership		**Corporate Ownership**	
☐	Proof of ownership (photo ID showing address)	☐	Proof of authority to bind the company (on company letterhead)
☐	Owner Consent Form (if applicable)	☐	Owner Consent Form (if applicable)

The personal information on this form is being collected under Section 8 of the Municipal Act, 2001 and will be used only for the purposes outlined on this form. Questions should be directed to the Building Department, City of Barrie, 70 Collier Street, PO Box 400, Barrie, ON, L4M 4T5, (705) 739-4220 x 5212, BuildingAdmin@barrie.ca.