

Information Sheet - Request for Building Records

What kind of request do I need to make?

Access to information and/or records from the City's Building files can be obtained through three distinct mechanisms:

1. Comfort Letters and/or information summaries;
2. Building File Requests; or
3. Freedom of Information Requests.

Most individuals' requirements will be met with a Building File Request, which can be made directly to the Planning and Engineering Department and will generally be faster and less expensive than a Freedom of Information Request or Comfort Letter.

How do I make a request?

Refer to the table below for details on how to make a request for Building Department records:

Type of Request	Comfort Letter	Building File Request	Freedom of Information Request
What department do you apply to?	Planning and Engineering	Building Department	Legislative Services Department
What will you receive?	A letter summarizing requested information written by staff	Records designated for Routine Release	All records not exempted from disclosure
Cost	\$200.00	Photocopy costs outlined in Fees and Charges Bylaw	Photocopy costs outlined in Fees and Charges Bylaw
Timeline	Depends on complexity of Request	24 hours-notice to review a file	Depends on complexity of request but up to 30 days

What records will I receive through a Building File Request?

The following records typically contained in a Building File have been designated for Routine Release and are available through a Building File Request:

- Issued Building Permits, Development Permits, Occupancy Permits, Plumbing Permits, and Business Licenses
- Some supporting documentation for the above permits and licenses
- Inspection Reports
- Letters of Assurance
- Development Permits

What if I don't find what I need?

If there is a specific record you are seeking or specific information that is not designated for Routine Release, then you may need to submit either a Freedom of Information Request or request a Comfort Letter.