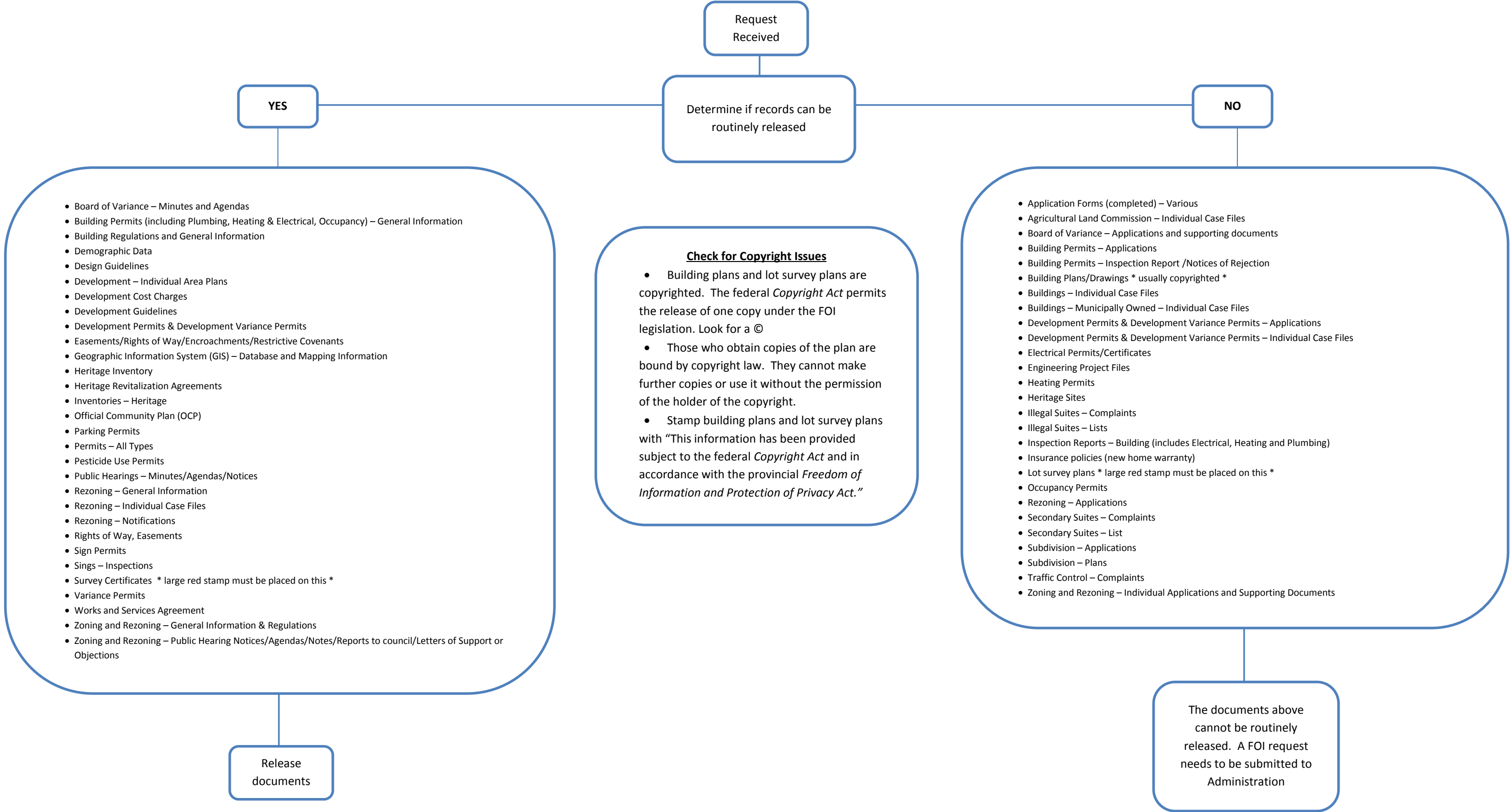


**Flowchart**  
**Release of Records Relating to Development Services**  
 (Building Records)



Request Received

Determine if records can be routinely released

YES

NO

- Board of Variance – Minutes and Agendas
- Building Permits (including Plumbing, Heating & Electrical, Occupancy) – General Information
- Building Regulations and General Information
- Demographic Data
- Design Guidelines
- Development – Individual Area Plans
- Development Cost Charges
- Development Guidelines
- Development Permits & Development Variance Permits
- Easements/Rights of Way/Encroachments/Restrictive Covenants
- Geographic Information System (GIS) – Database and Mapping Information
- Heritage Inventory
- Heritage Revitalization Agreements
- Inventories – Heritage
- Official Community Plan (OCP)
- Parking Permits
- Permits – All Types
- Pesticide Use Permits
- Public Hearings – Minutes/Agendas/Notices
- Rezoning – General Information
- Rezoning – Individual Case Files
- Rezoning – Notifications
- Rights of Way, Easements
- Sign Permits
- Signs – Inspections
- Survey Certificates \* large red stamp must be placed on this \*
- Variance Permits
- Works and Services Agreement
- Zoning and Rezoning – General Information & Regulations
- Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to council/Letters of Support or Objections

Release documents

**Check for Copyright Issues**

- Building plans and lot survey plans are copyrighted. The federal *Copyright Act* permits the release of one copy under the FOI legislation. Look for a ©
  - Those who obtain copies of the plan are bound by copyright law. They cannot make further copies or use it without the permission of the holder of the copyright.
  - Stamp building plans and lot survey plans with “This information has been provided subject to the federal *Copyright Act* and in accordance with the provincial *Freedom of Information and Protection of Privacy Act.*”

- Application Forms (completed) – Various
- Agricultural Land Commission – Individual Case Files
- Board of Variance – Applications and supporting documents
- Building Permits – Applications
- Building Permits – Inspection Report /Notices of Rejection
- Building Plans/Drawings \* usually copyrighted \*
- Buildings – Individual Case Files
- Buildings – Municipally Owned – Individual Case Files
- Development Permits & Development Variance Permits – Applications
- Development Permits & Development Variance Permits – Individual Case Files
- Electrical Permits/Certificates
- Engineering Project Files
- Heating Permits
- Heritage Sites
- Illegal Suites – Complaints
- Illegal Suites – Lists
- Inspection Reports – Building (includes Electrical, Heating and Plumbing)
- Insurance policies (new home warranty)
- Lot survey plans \* large red stamp must be placed on this \*
- Occupancy Permits
- Rezoning – Applications
- Secondary Suites – Complaints
- Secondary Suites – List
- Subdivision – Applications
- Subdivision – Plans
- Traffic Control – Complaints
- Zoning and Rezoning – Individual Applications and Supporting Documents

The documents above cannot be routinely released. A FOI request needs to be submitted to Administration