



## BUILDING STANDARDS PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
<b>Applications for Building Standards Clearance Letters</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Applicant name, phone number, email address	Transferring property to builder/purchaser	Building Standards staff	Applicants	Permanent
<b>Applications for Zoning Response and Written Response</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Applicant's name, address, telephone number	Providing zoning information (use, setbacks, etc.) related to specific property	Building Standards staff	Applicants	Permanent
<b>Building Permit Plans</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation	Owners' name and address; Architect's name, address, telephone numbers, location of work, permit fee and architectural building plans	To approve and permit the construction of new buildings, and/or additions, demolitions, swimming pools,	Building Standards staff, Assessment Officers, Members of the	Owners, Agent of Applicant for building permits	Permanent

		61 R.R.O. 1990 as amended		storage tanks, and signs, in accordance with the Ontario Building Code	Association of Professional Engineers of Ontario, Members of the Ontario Architect Association and the public		
<b>Building Standards Complaints</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Name, address, telephone number, description of violation or deficiency, investigation results, sign post to enforcement action, status (active/closed)	To document nature and source of investigation into illegal or unsafe construction	Building Department staff, inspectors, by-law officers, fire inspectors, development engineering staff	Building owners and complainant	Destroy after 7 years if no additional documents are created. If they are, requests become part of the records series of the created document. Permanent retention in AMANDA database.
<b>Compliance Letters</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Applicant name, phone number	Responding to requests for compliance letters prior to purchase of property	Building Standards staff	Applicants	Permanent

<b>Building Inspection Records</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Name, business name, address, telephone number, inspection details, directives issue by inspector, reason(s) for inspection approval or non-approval, enforcement action	To record mandated inspection results for each staff of construction as identified by the Building Code, and to record build occupancy clearance(s), also indicates status of inspections	Building Department staff, inspectors, by-law officers, fire inspectors, development engineering staff	Owners, developers, engineers, architects, designers, contractors, owners' agents	Permanent
<b>Prosecution Records</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Name, address, telephone number, notice of violations, investigation reports, details of case or complaint	To document incidents of infractions. Building Inspectors provide evidence for prosecutions to bring persons to court who commit an offence by failing to comply with the Ontario Building Code and City by-laws	Building Standards staff, Building Inspectors, Regional Prosecutor, Court Clerk and Provincial Judge or Justice of the Peace	Persons under investigation or prosecution by the City, persons who fail to comply with the Ontario Building Code	T (end of legal proceedings) + 10 years
<b>Request for Information – Building Standards Records</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Applicant/homeowner/purchaser name, address, telephone number, email address (if applicable)	Processing requests for property information	Building Standards staff	Individuals requesting information	Permanent

<b>Title Restrictions</b>	Building Standards	Municipal Act, 2001, SO 2001, c25, as amended; Building Code Act, R.S.O., 1992, c.B.23 as amended; and Ontario Regulation 61 R.R.O. 1990 as amended	Applicant name, phone number, email address	Transferring property to builder/purchaser	Building Standards staff	Applicants	Permanent
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