



Development and Emergency Services Schedule

Building Services

October 31, 2018

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Schedule Number Series Title

PB085 Building Inspection Files

To maintain a record of building inspections.

Series Closed: 10-20-2017

MEMO:

This series includes copies of occupancy permits, copies of building permit applications, correspondence, building inspectors' reports, orders to comply, sketches of lot plans, Committee of Adjustment decisions, building permit review summaries and copies of water well reports.

As of the 2012 By-law, the total retention was increased from 25 years to 30 years. The dept. retention was decreased from 6 months to 3 months for 2014 By-law.

This series was closed under the 2018 By-law. All Building Inspection Files are now kept under the TOMRMS series P06 "Building, Plumbing and Fire Inspections."

Department Retention:	3 Months
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB086 Licence Inspection Files

To maintain an inventory of past plumbing and building licence inspection reports in restaurants, barber shops and beauty salons, etc.

Series Closed: 11-30-2017

MEMO:

This series consists of lists which indicate the name and address of the business, the name of the contact person, the specific fixtures owned by the business, the date of inspection and the inspectors' initials.

As of the 2013 By-law, total retention was increased to 30 years from 6 years.

Prior to the 2015 Bylaw, this series was titled "License Inspection Fixture Lists."

This series was closed under the 2018 By-law. The Building Services Division no longer creates the records related to this series.

Department Retention:	3 Years
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

PB087 Plumbing Inspection Files

To provide a record of all plumbing inspections.

Series Closed: 10-20-2017

COPIES: Building Inspection Files

MEMO:

This series includes plumbing inspection reports, copies of plumbing/building permit applications, copies of plumbing permits, copies of occupancy permits, copies of applications for sewer/water connections, plans, sketches, correspondence and memoranda.

As of the 2012 By-law, the total retention was increased from 25 years to 30 years. The dept. retention was decreased from 6 months to 3 months for 2014 By-law.

This series was closed under the 2018 By-law. All Plumbing Inspection Files are now kept under the TOMRMS series P06 "Building, Plumbing and Fire Inspections."

Department Retention:	3 Months
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB088 Plumbing Inspection Logs

To maintain a chronological record of plumbing inspections.

Series Closed: 11-03-2017

MEMO:

This series consists of logs which indicate the date of the inspection, the street address and inspection particulars.

As of the 2012 By-law, the total retention was increased from 20 years to 30 years.

This series was closed under the 2018 By-law. The Building Services Division no longer created these types of records.

Department Retention:	10 Years
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB089 Building Permits

To document the official authorization for the construction/renovation of buildings.

Series Closed: 10-20-2017

MEMO:

This series consists of permits. Each permit indicates the permit number, the property owner's name, the address, the purpose of the permit, the legal description of the property, the use group, the project location, the dimensions of the lot, the estimated value, the permit fee, the name and address of the contractor, the requirement for the building permit, the date of the permit issuance and the name of the issuer.

This series was closed under the 2018 By-law. All Building Permits are now kept under the TOMRMS series P10 "Building Permits."

Department Retention:	3 Years
Total Retention:	15 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

PB092 Building Permit Receipt Journals

To maintain a record of payments received for permits.

Series Closed: 10-23-2017

MEMO:

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series F14.

Department Retention:	5 Years
Total Retention:	10 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

PB096 Property Files

To maintain a record of background information on individual properties.

Series Closed: 10-24-2017

MEMO:

This series consists of files which contain copies of surveys, correspondence, copies of requests for Notices/Orders/Proceedings/Permits, request letters for outstanding orders/zoning, copies of land surveyors' certificates, property reports, orders to comply and committee of adjustment decisions.

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series D100 Property Files.

Department Retention:	1 Year
Total Retention:	15 Years
Final Disposition:	Destruction <i>Archives Review</i>

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB097 Property Maps

To maintain a record of street addresses.

Series Closed: 10-24-2017

COPIES: Support Services

MEMO:

This series consists of maps which indicate house numbers, lot boundaries, sub-division plan numbers, drainage, sewers, watermains and flood plains.

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series D100 Property Files.

Department Retention:	5 Years
Total Retention:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition:	Permanent <i>Archives Review</i>
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Schedule Number Series Title

PB099 Reference Plans

To provide a record of plans for individual lots.

Series Closed: 11-02-2017

COPIES: Drafting

MEMO:

This series includes sketches of lots, legal descriptions and surveyors' certificates.

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series D20 "Reference Plans."

Department Retention:	1 Year
Total Retention:	2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

Archives Review

PB100 Registered Subdivision Plans

To assist in issuance of building permits.

Series Closed: 11-02-2017

COPIES: Subdivision Agreements

MEMO:

This series includes correspondence and memoranda in addition to the plans.

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series D12 "Subdivision Plans."

Department Retention:	5 Years
Total Retention:	20 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

Archives Review

PB101 Specifications

To maintain specifications for structures for which building permits have been issued.

Series Closed: 10-24-2017

MEMO:

This series consists of specifications which are submitted with the plans and drawings for the major building projects. The specifications provide precise descriptions of the components and particular requirements of the projects.

Prior to the 2016 Bylaw this series had a department retention of 5 years.

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series P101 Building Plans, Drawings and Specifications.

Department Retention:	4 Years
Total Retention:	30 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review



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Schedule Number **Series Title**

PB135 **Manager of Building's Files**

To document management of the Building Division

Series Closed: 10-24-2017

This series includes general information, customer correspondence and correspondence relating to management of the Building Division.

Prior to the 2010 By-Law this series was entitled "Manager of Plans Examination & Permits' Files"

This series was closed under the 2018 By-law. All records now stored under the TOMRMS series P02 "Chief Building Official Occurrence Logs."

Department Retention: 5 Years

Total Retention: 5 Years

Final Disposition: Destruction

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY
