

# Building and Regulatory Services Compliance Letter Request Form

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Town of Caledon, Building Services and Regulatory Services staff provides the opportunity for interested parties to receive a building and regulatory services compliance letter to obtain information on building permits, building violations, property standards orders and Zoning By-law violations.

To request a compliance letter, the applicant must submit this request form along with the following information to Building Services staff:

Building Compliance Letter fee payment in accordance with the applicable [Town of Caledon Fee By-law](#); and,

Any other information that may be pertinent.

List the Supporting Material:

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Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable when printed on maximum 11 x 17 format.

## REQUESTED RESPONSE DATE

The Town will work to provide you with the requested letter within approximately 10 business days of receipt of the form.

Please specify the closing date of the property transfer: \_\_\_\_\_

Please specify the date which you would like to receive the response: \_\_\_\_\_

While the Town will make every effort to provide the requested letter by the above-noted due date, for various reasons the Town cannot guarantee a response by the due date.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Building and Regulatory Services Compliance Letter Request Form

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## APPLICANT CONTACT INFORMATION

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Organization/Corporation Name

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Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

---

First Name

Middle Name (Optional)

Last Name

---

Address Prefix (Optional)

---

Street Number

Street Name

Street Type

Street  
Direction

---

Unit Type

Unit Number

---

City/Town

Province

---

Country

Postal Code

---

Email Address

---

Phone Number and Extension

Phone Type

Primary Phone

---

Phone Number and Extension

Phone Type

---

Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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# Building and Regulatory Services Compliance Letter Request Form

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OWNER CONTACT INFORMATION

SAME AS APPLICANT

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Organization/Corporation Name

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Contact First Name  
(Optional)

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Contact Middle Name  
(Optional)

---

Contact Last Name  
(Optional)

---

First Name

---

Middle Name (Optional)

---

Last Name

---

Address Prefix (Optional)

---

Street Number

---

Street Name

---

Street Type

---

Street  
Direction

---

Unit Type

---

Unit Number

---

City/Town

---

Province

---

Country

---

Postal Code

---

Email Address (Optional)

---

Phone Number and Extension

---

Phone Type

---

Primary Phone

---

Phone Number and Extension

---

Phone Type

---

Phone Number and Extension

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Phone Type

---

Phone Number and Extension

---

Phone Type

---

Phone Number and Extension

---

Phone Type



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## PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
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Unit Type	Unit Number
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Roll Number

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Legal Description

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Site Area

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of requesting a Building and Regulatory Services Compliance Letter. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

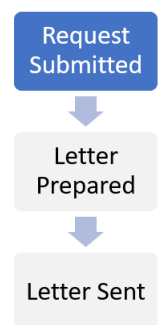
## SUBMISSION OF THE COMPLIANCE LETTER REQUEST

Please use the Town's online request form, or print, scan and submit the completed Building and Regulatory Services Compliance Letter Request Form and required information in person or mail to:

Building Services  
Community Services Department  
Town of Caledon  
T.: 905-584-2272 x. 2233

## COMPLIANCE LETTER PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, Building staff will make every effort to provide the requested letter within either 10 business days or by the requested due date.



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