



Users Guide to Service 4 Outstanding Property Work Order Information

This information sheet is provided to advise regarding obtaining work order information about a specific property.

1 General Information

a. *Types of Work Orders*

Work orders are issued by this department for violations of the following:

- Ontario Building Code
- Property Standards Bylaw
- Weed & Debris Bylaw

b. *Outstanding Orders*

Once issued, work orders remain outstanding until the necessary work listed in the order has been completed and found to be in compliance with the applicable legislation.

c. *Confirmation of Work Orders*

In order for our staff to research our records for any outstanding work orders applicable to a property, it is necessary to identify the property location in one of the following ways:

- owners name
- municipal address
- assessment roll number
- lot and registered plan number

d. *Specific Work Orders*

Building Department staff will advise of any outstanding work orders on a property, when they were issued and the existing violations. This information is provided verbally free of charge; there is a fee for written confirmation. Forms for this service are available upon request or you may submit a written letter requesting this information.