

PRELIMINARY INFORMATION SHEET

Federal Heritage Buildings Review Office

Your Name: _____

Department: _____

Address: _____

Telephone: _____

Date: _____

Signature: _____

Title: _____

Building # & Name: _____

Street Address: _____

City: _____ Province: _____

Directory of Federal Real Property #: _____

Longitude / Latitude: _____

Present Owner: _____

From: To:

Original Owner: _____

From: To:

Present Tenant(s): _____

From: To:

Notable Tenant(s): _____

From: To:

Building Information

Original Use:

Present Use:

Year(s) of Construction:

Architect(s) (designer)(s):

Builder(s):

Engineer(s):

Exterior Wall Material:

Area of the building in square metres:

State (check one):

☐ abandoned

☐ occupied

☐ vacant

Site (check one):

☐ original

☐ unknown

☐ moved

☐ other

Please print

see other side

Alterations to Building:

PLEASE INCLUDE:

1- Photographs

- Recent photographs (colour and in CD format is preferable)
- Indicate the date the photograph was taken
 - photos of all elevations
 - photos of typical interior spaces
 - photos of the building in context of its surroundings including other buildings

2 - Plans and drawings

- Floor plans and elevation drawings

3 - Maps

- A map identifying the location of this building (PDF-Acrobat Reader is preferable)
- A site plan (1:200) or a drawn sketch (PDF-Acrobat Reader is preferable)

Sources: Book title, publication date of references used to complete this form. Use a separate sheet if needed.

Comments:

Reviewing Officer: _____
Signature Title Date

Please indicate in which language you would like the building research report to be prepared (check one):

- ☐ English
- ☐ French

Note: Should any element of information not be available, please indicate "N/A" at the appropriate place.