REQUEST TO VIEW BUILDING PERMIT RECORDS

DATE OF REQUEST: ________________

ADDRESS OF BUILDING: __________________________ (Only one address per request)

Records Requested:
☐ Permits    ☐ Plot Plan    ☐ Building Plans    ☐ Other: ________________

Copies Requested:
☐ Yes    ☐ No    ☐ Unknown at this time

The Property is:
☐ Residential    ☐ Commercial    ☐ Other: ________________

REQUESTOR’S INFORMATION:

Name: ________________________________

Phone Number: ________________________ E-Mail: ________________________________

1) Records may not be removed from the Development Service Center.

2) Records of permits may be copied. Copying fees are no more than $1.50 per page copied. For copying purposes, 7 – 10 days may be required.

3) Plans protected by copyright may not be copied without the written permission of the copyright owner(s) or his/her successor if applicable; written permission may not be unreasonably withheld. City staff is available to assist you, at your request, in obtaining written permission from the copyright holder for a fee of $82.50 per copyright owner. Please note: obtaining written permission from the copyright owner may take a minimum of 30 days.

Copying fees are $5.25 per plan sheet copied and 7 – 10 days may be required for copying purposes.

FOR STAFF USE ONLY: ________________________________

History Card Number: ___________ Builder of Tract Home: ________________________________

Tract: _______ Lot: _______ Year Built: _______ Plan Number: _______

Copyright Name: _______________________ License Number: _______________________

☐ Architect  ☐ Engineer  Contact Info: ________________________________