



## BUILDING DEPARTMENT: PUBLIC RECORDS REQUEST

Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### TYPE OF RECORDS REQUESTED:

- BLUE PRINT    SURVEY    PERMIT NUMBER \_\_\_\_\_  
 INSPECTION    CO  
 OTHER \_\_\_\_\_

### LEGAL DESCRIPTION:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

FOLIO NUMBER: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

### RETRIEVAL & COPY CHARGES

	PHOTOCOPY – SINGLE SIDED	0.15	
	PHOTOCOPY – DOUBLE SIDED	0.20	
	BLUE PRINT – EACH PAGE	1.50	
	MICROFILM	1.00	
	FILE RESEARCH & RETRIEVAL (after first 30 minutes)	16.00	
	BLUE PRINT RESEARCH & RETRIEVAL (after first 30 minutes)	38.00	
	PERMIT CARD	38.00	
	TOTAL DUE		\$

Date Completed: \_\_\_\_\_ Initialed: \_\_\_\_\_