

Public Records Request

Please note that it is **NOT** required that you fill out this form to request records. When using this form, please fill it out to the best of your knowledge to help us to manage and process your records request more efficiently.

Permit Information

Owner's Name: _____
Contractor's Name: _____
Address of Site: _____
Permit Number: _____
Legal Description: _____

Requestor's Information

Name: _____
Business Name: _____
Primary Phone Number: _____
Email Address: _____

Records Requested

Signature: _____ Date: _____

Office Use Only

Response Date: _____
Delivery Method: _____
Summary of Cost: _____

