



FOR OFFICE USE ONLY

Date Received: _____
 Amount Due: _____
 Amount Received: _____
 Received By: _____
 Date Completed: _____

**REQUEST FOR COPIES OF PERMITS, ORDERS
 AND OTHER MISCELLANEOUS ITEMS
 Form #CDI161 (rev. 05/18)**

Please Note: Payment is required prior to delivery of record. **A fee of \$0.25 per page will be charged.** Cash or check accepted for payment. Checks should be made out the the City of Kenosha. In the event it is necessary to search for a record, the hourly wage rate, plus fringe benefits of the employee performing a record search where said costs equal or exceed fifty (\$50.00) dollars will be imposed. City Ordinance 27.01 is available to view online at kenosha.org or may be obtained by visiting the City Clerk's office. You will be notified when your request is complete.

(Please use a SEPARATE request form for EACH address)

Date of Request: _____ Property Address: _____
 Information to be sent to (Please Print Name): _____
 Mailing Address: _____
 Phone Number: _____ FAX #: _____
 Signature of Requester: _____

Request (Please check all that apply):

- Current Building Permit
- Closed (Previous) Building Permits (Records are available from 1993 – Present)
- Current Building & Zoning Code Violations/Orders
- Closed Building & Zoning Cases (Records are available from 1998 – Present)
 Please indicate the date(s) requested: _____
- Current Property Maintenance Code Violations/Orders
- Closed Property Maintenance Code Cases (Records are available from 1998 – Present)
 Please indicate the date (s) requested: _____
- CUP/Site Plan - Please indicate the date(s) requested: _____
- Other* (Please Specify): _____

(For Office Use Only)

- The Department of Community Development and Inspections has researched the above property and found the following:

Permits: _____ Reinspections: _____
 Violations/Orders: _____ Other/Comments: _____
 Initials _____

- The Department of Community Development and Inspections has researched the above property and found no information on file regarding the petitioner's request.

Initials _____

For information regarding underground fuel tanks, please contact the Fire Prevention Bureau at 262.653.4110