



**FOR OFFICE USE ONLY**

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

Amount Due: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Completed By: \_\_\_\_\_

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

**REQUEST FOR COPIES OF PERMITS, ORDERS  
AND OTHER MISCELLANEOUS ITEMS  
Form #DCI161 (rev. 11/23)**

**Please Note:** In the event it is necessary to conduct extensive research for a record, the hourly wage rate, plus fringe benefits of the employee performing a record search will be imposed. You will be notified when your request is complete.

Requesting information for the following Property Address: \_\_\_\_\_

(Please use a separate request form for multiple address)

Information to be sent to (Please Print Name): \_\_\_\_\_

**Indicate below how you would like to receive the information and fill in the corresponding information:**

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

Call for Pick Up (Phone Number): \_\_\_\_\_  E-mail: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Request (Please check all that apply):**

- Current Building Permit
- Closed (Previous) Building Permits (Records are available from 1993 – Present)

Please indicate the date(s) requested: \_\_\_\_\_

- Current Building Code Violations/Orders
- Closed Building 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: \_\_\_\_\_

Other (Please Specify): \_\_\_\_\_

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The Department of City Inspections has researched the above property and found the following:

Permits: \_\_\_\_\_ Reinspections: \_\_\_\_\_

Violations/Orders: \_\_\_\_\_ Other/Comments: \_\_\_\_\_

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

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