

**REQUEST FOR COPIES OF PERMITS, ORDERS, AND OTHER MISCELLANY**  
**(Please use a separate request form for EACH address)**

Date of Request: \_\_\_\_\_ Address of Property in Question: \_\_\_\_\_

Information to be Sent to (Name): \_\_\_\_\_

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

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

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Printed Name of Requestor*

Request: \_\_\_\_\_

To cover the cost of copying records, a fee of **.25 per page (first five pages are free)** will be charged.  
 In the event it is necessary to search for a record, the following costs will be imposed: the hourly wage plus fringe benefits of the employee performing the work where said cost equals or exceeds **Fifty Dollars (\$50.00)**

**You will be notified when your request is ready**

*(For Office Use Only)*

Building	Property Maintenance	Zoning
<b>Permits:</b> _____ _____ _____  <b>Reinspections:</b> _____ _____ _____ _____ _____  <b>Initials</b> _____	<b>Permits:</b> _____ _____  <b>Reinspections:</b> _____ _____  <b>Boardups:</b> _____ _____  <b>Razing:</b> _____ _____  <b>Grass/Weed Cutting:</b> _____ _____  <b>Other:</b> _____ _____  <b>Initials</b> _____	<b>Permits:</b> _____ _____ _____  <b>Reinspections:</b> _____ _____ _____ _____ _____  <b>Initials</b> _____