



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. 01/16)

(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: _____

A fee of \$0.25 per page will be charged. In the event that an extensive research is required, additional fees may apply. Cash accepted and checks should be made out to the City of Kenosha. You will be notified when your request is ready.

Request (Please check all that apply):

- Current Building Permits
- 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 time frame (dates) requested: _____
- Current Property Maintenance Code Violations/Orders
- Closed Property Maintenance Code Cases (Records are available from 1998 – Present)
 Please indicate the time frame (dates) requested: _____
- Other* (Please Specify): _____

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- 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