

**INFORMATION REQUEST**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Request Taken By: \_\_\_\_\_

Applicant: \_\_\_\_\_

Representing: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason for Request:  
 (please be specific) \_\_\_\_\_

**Please List Address of Property**

Permit Numbers(s)	Address of Building(s) or other Pertinent Information
_____	_____
_____	_____
_____	_____

**Type of Information Requested**

Foundation _____	Floor Plans _____	Elevations _____	Violations _____
F. C. F. _____	Insul. Cert. _____	C.O _____	Other _____
Drill Log _____	Permit _____	Soils Report _____	_____

Notes: \_\_\_\_\_

Per policy CC17-264 any fees for copies will be determined based on scope of request and hours of data compilation estimated by staff time. Fees may be waived for a public purpose by the appropriate custodian of the records or his/her designee per County Policy Number Part 1, Chapter 5, Section 3.