



Request for Public Records

Requests for public records inspection and/or copying will require that a written request be submitted and an appointment made with the department staff. The department has **seven (7) to ten (10)** business days to respond and every effort will be made to accommodate requests at the earliest opportunity allowed by the current workload of the department staff. Copies are provided by the department at \$2.00 for the first page and \$.10 each page thereafter. Drawing size sheets (18" x 24"+) are \$5.00 each. Time may be charged at a minimum of \$50.00 per hour. Payment must be made prior to receiving copies.

Date Requested:	Date Required:	Name:
Inspection Only <input type="checkbox"/> Copying Only <input type="checkbox"/> Inspection & Copying <input type="checkbox"/>	Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> By: _____ JIM MINNICK <i>Director</i>	Mailing Address: _____ _____ _____ Daytime Telephone: _____

APN: _____
 Site Address: _____
 Permit No.: _____

Description of public record: (list each document, file or record separately) if extra space is needed please attach a sheet of paper.

Office Use Only:

Date Completed:	Completed By:	Total Amount:
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