



**Permit Center
Public Records Request
(Not for jobsite use)**

REMINDER: - Building Permit records were not kept by the county until after 1985.
The county does not keep product specifications needed for building inspections.
All copies provided are **"Best Available."**

Please specify the documents you need:

Date _____

- ☐ Survey
- ☐ Application
- ☐ Building plans
- ☐ Other _____

Authorization to print documents for permit _____

Jobsite Address _____

12 Digit Parcel Number _____

Name of Applicant _____

Mailing Address of Applicant _____

Daytime Phone / cell phone _____

Fax _____ or email _____

Signature of above Applicant _____

Cost of Public Records Request

Electronic information retrieval _____ hours x \$17.67 per hr. _____

Compact Disk (CD) _____ CDs x \$1.00 per CD _____

You will need to bring the CD to a print shop to obtain a set of plans

Paper copies:

Large format (blue print size) plans _____ pages x \$2.00 per page _____

Ledger size (11x17) plans _____ pages x \$.05 per page _____

Other copies _____ pages x \$.05 per page _____

Total due \$ _____

**Payment must be in advance of receiving the requested copies.
(Approx. 3 days to process request)**