

Request for Archive Search

I request that the Building Department search their archive files for information
on the following property:

STREET ADDRESS: _____ PARCEL NUMBER: _____

Brief description of what you are looking for: _____

* Note: Actual building numbers must be provided. Do not use, for example, “NW corner of 6th and H Streets.”

I understand that file documents are public record, and while I may review these at the counter, I may not remove, mark, or alter them; copies can be made for a fee. Pages bearing professional stamps/seals cannot be copied or photographed without written permission from the owner and professional of record.

I understand that the archive search takes time, may affect counter services, etc., during the search, and therefore may not be available immediately.

We retrieve plans from our archive on a weekly basis and will email when they are available for viewing. The Building Department thanks you for your patience.

Plans will be returned to the archives after three working days, unless other arrangements are made.

Print your name: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____