



Code Enforcement Bureau
14050 Olympic Drive
Clearlake, CA 95422
(707) 994-8251 x309
www.clearlake.ca.us

REQUEST FOR PUBLIC RECORDS

Please complete a separate request form for each property address for which information is requested.

I/We, the undersigned, hereby request the following documents (or portions thereof) as indicated below:

TYPE OF RECORD / INFORMATION

- | | | |
|---|---|--|
| ☐ Notice of Violation(s) | ☐ Fines / Liens | ☐ Copy of Complaint |
| ☐ Corrections Required | ☐ Delinquent Garbage Fees | ☐ Case History Report |
| ☐ Case Photos | ☐ Copies of Citations/Invoices | ☐ Other _____ |

Property Address	APN #

ADDITIONAL DESCRIPTION ABOUT YOUR REQUEST

YOUR CONTACT INFORMATION

We must respond to your request within 10 calendar days. The fee for hard copies is \$0.20 per page. Email documents are provided at no charge.

First Name	Last Name		
Your Mailing Address	City	State	Zip
Email Address	Contact Phone	Alt Phone	
Signature of Requesting Party			Date

FOR OFFICE USE ONLY

Received By	Due By	Case #	DATE STAMP RECEIVED
No. of Copies	No. of Pages	Total Charge	
Date Completed	Completed By	Fulfilled Via ☐ Email ☐ Print Copies	