



**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
 Amount Due: \_\_\_\_\_  
 Amount Received: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

**REQUEST FOR COPIES OF PERMITS, ORDERS  
 AND OTHER MISCELLANEOUS ITEMS  
 Form #DCI161 (rev. 04/21)**

**Please Note:** In the event it is necessary to conduct extensive research for a record, the hourly wage rate, plus fringe benefits of the employee performing a record search will be imposed. You will be notified when your request is complete.

**(Please use a SEPARATE request form for EACH address)**

Date of Request: \_\_\_\_\_ Property Address: \_\_\_\_\_

Information to be sent to (Please Print Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX #: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

**Request (Please check all that apply):**

- Current Building Permit
- Closed (Previous) Building Permits (Records are available from 1993 – Present)
- Current Building Code Violations/Orders
- Closed Building Cases (Records are available from 1998 – Present)  
 Please indicate the date(s) requested: \_\_\_\_\_
- Current Property Maintenance Code Violations/Orders
- Closed Property Maintenance Code Cases (Records are available from 1998 – Present)  
 Please indicate the date (s) requested: \_\_\_\_\_

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The Department of City Inspections has researched the above property and found the following:

Permits: \_\_\_\_\_ Reinspections: \_\_\_\_\_

Violations/Orders: \_\_\_\_\_ Other/Comments: \_\_\_\_\_

Initials \_\_\_\_\_

The Department of City Inspections has researched the above property and found no information on file regarding the petitioner's request.

Initials \_\_\_\_\_

**For information regarding underground fuel tanks, please contact the Fire Prevention Bureau at 262.653.4110**