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

شاء זהב

(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: ___________________________

(For Office Use Only)

☐ 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