REQUEST FOR COPIES OF PERMITS, ORDERS
AND OTHER MISCELLANEOUS ITEMS
Form #CDI161 (rev. 05/18)

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 & Zoning Code Violations/Orders
☐ Closed Building & Zoning 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: ________________________

☐ CUP/Site Plan - Please indicate the date(s) requested: ________________________
☐ Other* (Please Specify): __________________________________________

(For Office Use Only)

☐ The Department of Community Development and Inspections has researched the above property
and found the following:

Permits: _____________________________  Reinspections: _____________________________
Violations/Orders: _____________________  Other/Comments: _______________________
Initials___________

☐ The Department of Community Development and 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

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