Department of Public Works & Engineering
Planning & Development Services Division

PUBLIC INFORMATION REQUEST FORM

1002 Washington Avenue 2nd Floor Houston, TX 77002
This form may be faxed to (832) 394-9626.

I, _____, as authorized under the Texas Public Information Act request the following documents:

INFORMATION REQUESTED *(Check all that apply)*

- ☐ **Summary** of Permit History
- ☐ Copy of Plans/Drawings
- ☐ View Plans Only
- ☐ **All** Permit Construction/Inspections Records
- ☐ Certificate of Occupancy *(Microfilm Research 1968-1988)*
- ☐ Other (Please describe below.)

_____

_____

_____

_____ _____
Address of Property **Year Built** (Required)

PLEASE PRINT YOUR CONTACT INFORMATION BELOW

Customer/Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email Address: _____

Signature of Requestor: _____**Date**_____
PLEASE NOTE: PER CITY ORDINANCE 2-284, THE OWNER OF THE LISTED PROPERTY MAY BE NOTIFIED OF THIS PUBLIC INFORMATION REQUEST.

Method of Receiving Records *(RECORDS CANNOT BE EMAILED OR FAXED):*

☐ Pick Up ☐ US Mail ☐ Federal Express Account # _____

Payment Method *(PLEASE CHECK ONE):*

☐ Cash ☐ Check ☐ Credit Card ☐ City of Houston SR Account # _____

FOR OFFICE USE ONLY

SR #_____ TRACKING #_____

TOTAL PAGES: _____ PERSONNEL TIME: Hr(s) _____min._____

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