



## PUBLIC INFORMATION REQUEST FORM

Public Information Office - 1002 Washington Avenue 2nd Floor, Houston, TX 77002  
This form can be submitted via fax to (832) 395-9620 or email at [hpc.openrecords@houstontx.gov](mailto:hpc.openrecords@houstontx.gov)

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 (\$15.00 per hour research fee for 1972-1987 only)
- View Plans Only
- Certificate of Occupancy (Microfilm Research 1968-1988) (\$15.00 per hour research fee; year of construction required)
- Other (Please describe below):  
\_\_\_\_\_  
\_\_\_\_\_
- All** Permit Construction/Inspections Records
- License Verification Request  
Full Name: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Type of License: \_\_\_\_\_

\_\_\_\_\_  
**Address of Property** **Year Built** (Required)

**CONTACT INFORMATION** (Please print)

Customer/Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Advance Pay Account (SR), if applicable: \_\_\_\_\_

**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.

**PREFERRED MEDIA** (Records cannot be emailed or faxed)

- Paper
- CD
- Both

FOR OFFICE USE ONLY	
SR # _____	TRACKING # _____
TOTAL PAGES: _____	PERSONNEL TIME: Hr(s) _____ min. _____
POSTAGE: \$ _____	PROGRAMMING TIME: Hr(s) _____