



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

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) _____