



Public Works & Engineering Department

Planning & Development Services Division/ Public Information Office
1002 Washington Avenue, Houston, Texas 77002
hpc.openrecords@houstontx.gov
(832) 394-8800 Main (832) 395-9620 Fax



Public Information Request Form

This form may be submitted in person, faxed, or emailed to the Open Records Section.

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

Check all that apply.

- Summary** of Permit History
- All** Permit Construction/Inspection Records
- Plans/Drawings Built before 1988
- Certificate of Occupancy (Microfilm research 1972-1988 only)
- Plans/Drawings Built after 1988
- Other (Please describe below)

Address of Property

Year Built (Required)

Contact Information:

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Signature: _____ **Date** _____

Please note: per city ordinance 2-284 the owner of the listed property may be notified of this open records request.

It may take up to 10 business days to research and respond to your request.

<u>Copy Type:</u>		<u>Distribution Method:</u>	
<input type="checkbox"/> CD	\$1.00 per disk + labor	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Mail (postal & shipping charges apply)
<input type="checkbox"/> Standard-size Print [†] (8.5" x 11" and 8.5" x 14")	\$0.10 per page	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Mail (postal & shipping charges apply)
<input type="checkbox"/> Non-standard size Print [†] (11" x 17", 24" x 36", and 36" x 42")	\$0.50 per page	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Mail (postal & shipping charges apply)
<input type="checkbox"/> Blueprint/ Blueline Paper [†]	\$0.20 per linear foot	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Mail (postal & shipping charges apply)

[†] Additional charges apply for paper copies involving: (1) Redaction of confidential information, (2) Not readily available information (in more than one building or remote storage), or (3) Readily available information more than 50 pages.