



# Public Works & Engineering Department

Planning & Development Services Division/ Public Information Office  
1002 Washington Avenue, Houston, Texas 77002  
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(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 \_\_\_\_\_

### 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.

**If the result of your request is 50 pages or fewer, then there will be no charge to receive the information, except for any 3<sup>rd</sup> party charges that may be incurred. A result over 50 pages may include material, labor, and overhead charges.**

<u>Copy Type:</u>	<u>Distribution Method:</u>
<input type="checkbox"/> Electronic file	<input type="checkbox"/> Email Only
<input type="checkbox"/> CD (\$1.00 per disk)	<input type="checkbox"/> Pick-up <input type="checkbox"/> Mail (postal & shipping charges apply)
<input type="checkbox"/> Flash drive (\$1.00 per drive)	<input type="checkbox"/> Pick-up <input type="checkbox"/> Mail (postal & shipping charges apply)
<input type="checkbox"/> Print (Select a size): <input type="checkbox"/> 8.5" x 11" (\$0.10 per page) <input type="checkbox"/> 8.5" x 14" (\$0.10 per page) <input type="checkbox"/> 11" x 17" (\$0.50 per page) <input type="checkbox"/> 24" x 36" (\$0.50 per page) <input type="checkbox"/> 36" x 42" (\$0.50 per page)	<input type="checkbox"/> Pick-up <input type="checkbox"/> Mail (postal & shipping charges apply)