

BUILDING DIVISION PLAN REQUEST FORM

The official copy of building plans cannot be duplicated without written permission from the certified, licensed or registered professional who designed the plans *and* written permission from the current homeowner.

Date: _____

BUILDING ADDRESS: _____

TYPE/NAME OF DOCUMENT: _____

PERMIT NUMBER(S): _____

TRACT NUMBER: _____

PERSON REQUESTING PLANS:

Name: _____

Address: _____

Phone Number: _____

OFFICE USE ONLY

Date Due: _____

Date Completed: _____

Date Customer Notified: _____

Notified: _____

Will hold until: _____