



# BUILDING DEPARTMENT

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## REGARDING AVAILABILITY OF PUBLIC DOCUMENTS

Please provide a written description of the information you are requesting in the space provided below:

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Please provide your name, address, phone number, fax number and/or email address.

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On the \_\_\_\_\_ day of \_\_\_\_\_ you requested documents that may be public records in the custody and control of (Office/department) \_\_\_\_\_ (name of employee)  
Copies will be provided at a rate of \$ .25cents per page of copy.

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Name of employee taking this request, title, date and time. (please print)

\_\_\_\_\_  
Employee signature

Email:  
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