

Public Information Office - 1002 Washington Avenue 2nd Floor, Houston, TX 77002.

This form can be submitted online at houstontx.gov/publicinformation

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

INFORMATION REQUESTED (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Summary of Permit History | <input type="checkbox"/> All Permit Construction/Inspections Records |
| <input type="checkbox"/> Copy of Plans/Drawings (\$15.00 per hour research fee for 1972-1987 only) | <input type="checkbox"/> License Verification Request Full Name: _____ |
| <input type="checkbox"/> View Plans Only | License Number: _____ |
| <input type="checkbox"/> Certificate of Occupancy (<i>Microfilm Research 1968-1988</i>) (\$15.00 per hour research fee; year of construction required) | Type of License: _____ |
| <input type="checkbox"/> Other (Please describe below): _____ _____ _____ | |

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) _____