

# RESEARCH REQUEST

## RESEARCH REQUESTED BY:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

## THE PROPERTY IS DESCRIBED AS FOLLOWS:

Permit #: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Type of Building: \_\_\_\_\_  
*Example: Single-Family, 4-Plex, Office, etc.*  
Approximate Year Built: \_\_\_\_\_ CO Date: \_\_\_\_\_ CCO: \_\_\_\_\_

## INFORMATION NEEDED:

## FOR OFFICE USE ONLY

### EMPLOYEE REQUESTING INFORMATION:

FOLDER:  PLANS:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Box # \_\_\_\_\_ CN#: \_\_\_\_\_ LC# \_\_\_\_\_ Plans Shelf: \_\_\_\_\_

**FEE: \$35.00 HR**

### PLANS COORDINATOR ONLY

DATE REQUESTED: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE RETURNED TO RECORDS MANAGEMENT: \_\_\_\_\_

### PERMIT COUNTER ONLY

CASH \_\_\_\_\_  
CASH CHANGE \_\_\_\_\_  
CHECK# \_\_\_\_\_  
CHRG \_\_\_\_\_  
TR# \_\_\_\_\_  
DATE \_\_\_\_\_

CALL LOG: \_\_\_\_\_

Initial: \_\_\_\_\_

Date: \_\_\_\_\_