PLANS REQUEST FORM

Today’s Date: _____________________

PLEASE PICK UP YOUR REQUEST ON
________________________________________________________________________
Between the hours of 2:00 pm – 3:00 pm
Plans must be picked up within 30 days of completion or they will be destroyed, and
a new request plus add’l. fees will apply.

PERSON REQUESTING PLANS

Your Name: ______________________________________________

Your Address: ____________________________________________ City: ______________ State: _____ Zip: ________

Phone #: ___________________________________________ Cell #: __________________________

PLANS NEEDED

Address: ____________________________________________________________

Folio #: 01 - __________________________________________________________

Type of Building: □ Residence (SFR) □ Commercial (COM)

□ Bank, School, or Assisted Living Facility (REQUIRES A NOTARIZED LETTER)

Please give a detailed description of the type of plans needed. For example: Site plan, Floor plan(and/or
Elevations. Page numbers or Page type. For example: A1, E2, Electrical, Mechanical, Plumbing, Building.

☐ Full Set: Includes all the plans pertaining to the permit number provided. Void Sheets are not included.

VOID SHEETS: YES ☐ NO ☐ (Void sheets will only be provided if requested.)

For all documents to be certified as true copies: Add $1.00 certification fee.

FOR OFFICIAL USE

Charges: $8.50 for 1st page & 6.00 for each additional page.

<table>
<thead>
<tr>
<th>Deposit fee:</th>
<th>$ 8.50</th>
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<td># of sheets copied:</td>
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<tr>
<td>Fee for Add’l copies:</td>
<td>x 6.00 $</td>
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<tr>
<td>TOTAL DUE:</td>
<td>$</td>
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(Subtract deposit amount)

Rev. 02-26-2015