Freedom of Information Request Form

Office #: (312) 744-3416

Requester’s Name ___________________________  Organization (if any) ________________
Requester’s Address: ______________________  Telephone No. _______________________
E-mail Address: ____________________________  Alternate No. _______________________

Please list the address of the property for which records are to be sought. (ONE ADDRESS
PER REQUEST). Be specific as to your request.

Check the box below.

Address_________________________________________________________________

□ Building Permits

□ 1993 to Present  □ 1956 to 1992
Permit No. ________________  Description of Work____________________________

□ PLANS
Permit No. ________________  Description of Work____________________________

To obtain plans proof of ownership (title, deed or water bill) and notarized authorization
from owner is required.

□ Violations  □ Verify Number of Dwelling Units

□ Other_________________________________________________________________

The Freedom of Information Act is not intended to be used to violate individual
privacy, nor for the purpose of furthering a commercial enterprise.

If your request is denied, you may appeal to the City of Chicago, Freedom of Information
Coordinator.

________________________________________________________________________
________________________________________________________________________

SHADED AREA IS FOR OFFICE USE ONLY:

Name of employee receiving request:
Name ___________________________  Date Request received______________________

Records Found  Yes □  No □  How many ________________  Fee ____________________

Request denied:  Reason for denial ____________________________________________