



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 _____