

Commercial Plan Request

Date of Request: _____

Requestor Information:

Name: _____

Email Address: _____

Company and Address: _____

Phone Number: _____ Cell Phone: _____

Information Requested:

Property Address: _____

A signed letter from the property owner on their letterhead is required to release the plans.

The letter must include the property owner's name, phone number, the address of the building, and the letter must be signed by the property owner.

Once a request is submitted, it may take up to five (5) business days before we can complete your request, depending on the number of requests, staff workload, and research required.

NOTICE: *The City does not guarantee the quality of the copies, and the copy fees are nonrefundable.*

FEES:

Copies are on a flash drive only

- | | | |
|--|--|---|
| <input type="checkbox"/> \$10 (1-2 Pages) | <input type="checkbox"/> \$25 (3-10 Pages) | <input type="checkbox"/> \$50 (11-25 Pages) |
| <input type="checkbox"/> \$75 (26-50 Pages) | <input type="checkbox"/> \$100 (51-100Pages) | <input type="checkbox"/> \$150 (101-150Pages) |
| <input type="checkbox"/> \$200 (151 + Pages) | | |

MINIMUM FEE	Cost	_____
❖ \$10	Sales Tax:	_____
Shipping fee, if needed		_____
	Total Cost:	_____

Requestor Signature Required: _____

Office Use Only:
