



**City of Atlanta**  
**Office of Buildings**  
 55 Trinity Avenue, Suite 3900  
 Atlanta, Georgia 30303  
 Phone: 404-330-6150

Email: [oobopenrecordsrequest@atlantaga.gov](mailto:oobopenrecordsrequest@atlantaga.gov)

## **REQUEST FOR INFORMATION**

Date of Request: \_\_\_/\_\_\_/\_\_\_

Requesters Name

Contact Number

Email Address

Company you are representing (if applicable)

Address of Property

Specific details **must be provided** on what information you are requesting: \_\_\_\_\_

**Please select the type of information that you are requesting below.**

Plans       Permits       Inspections       Certificate of Occupancy

### **PLEASE NOTE:**

The City of Atlanta is authorized to impose a reasonable administrative charge of **\$18.27 per hour** for the time spent for the research, retrieval, copies, redaction, and other administrative services along with additional fees for copies made to any of the documents requested within your inquiry, to begin after first quarter hour (15 minutes).

PAGE SIZE	COPY FEE
8.5" x 11"	\$0.10 per page
11" x 17"	\$2.00 per page
18" x 24"	\$5.00 per page
24" x 36"	\$7.00 per page
Over 24" x 36"	\$10.00 per page
Certification Fee	\$7.00 for first page, \$1.00 for each additional page

### **FOR OFFICE USE ONLY**

\_\_\_/\_\_\_/\_\_\_ Receipt

\_\_\_/\_\_\_/\_\_\_ Acknowledge

\_\_\_/\_\_\_/\_\_\_ Delivered

**Information Source:**

Accela

Archive

KIVA

Microfiche

**Comments:** \_\_\_\_\_