



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: _____