

REQUEST FOR PUBLIC INFORMATION



Please Print All Information

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I request that you make available to me the following records:

Print Requestor's: Name _____ Company: _____

Daytime Phone: _____ Alternate Phone: _____

Address: _____

Email: _____ Fax Number: _____

Property: Address _____

Permit Number: _____ Locator Number: _____

Roadway Request: Location _____ Project Name: _____

Date Range of Research: _____

Please Check Document Type

Dept. of Transportation	Code Enforcement*	Neighborhood Services
<input type="checkbox"/> Construction Project	Building <input type="checkbox"/> Permit <input type="checkbox"/> Plans <input type="checkbox"/> Inspections	<input type="checkbox"/> Property Maintenance Code Violation
<input type="checkbox"/> Construction Contract	Electrical <input type="checkbox"/> Permit <input type="checkbox"/> Plans <input type="checkbox"/> Inspections	<input type="checkbox"/> Order to Vacate
<input type="checkbox"/> Development	Mechanical <input type="checkbox"/> Permit <input type="checkbox"/> Plans <input type="checkbox"/> Inspections	<input type="checkbox"/> Sewer Lateral Repair
<input type="checkbox"/> Road/right-of-way Maintenance	Plumbing <input type="checkbox"/> Permit <input type="checkbox"/> Plans <input type="checkbox"/> Inspections	<input type="checkbox"/> Water Line Repair
<input type="checkbox"/> Traffic Study	Commercial <input type="checkbox"/> Occupancy Permit <input type="checkbox"/> Reoccupancy Permit	<input type="checkbox"/> Re-occupancy Permit Inspection
<input type="checkbox"/> Signal Sequencing	Residential <input type="checkbox"/> Occupancy Permit (New Home)	<input type="checkbox"/> Residential Re-occupancy Certificate
<input type="checkbox"/> Special Use Permit	Licensed Contractors <input type="checkbox"/> PEU List <input type="checkbox"/> Permit History	<input type="checkbox"/> Other
<input type="checkbox"/> Other Information Request	License #(s) 1) _____ 2) _____ 3) _____ 4) _____	

Construction permit history and building plans are on file **beginning** 1987 - present. **Permit application hard copies are on file from 2007 present** and all permits, inspections, violations, etc. issued 1/1/2009 - present may be viewed/printed free of charge at <https://aca.stlouisco.com/CitizenAccess/>

Provide any additional details about the documents requested to narrow our search and reduce your costs.

- I request that before copying, I be notified when the records responsive to my request are available for review.
- Please contact me in advance before proceeding to locate or copy the requested records if the costs or fees will exceed \$_____ (Insert the maximum dollar amount you will pay without additional information about the documents). The estimated partial or full payment may be required up front.
- I request that all costs or fees for locating and copying the requested records be waived because it serves the public interest and is not for personal or commercial interest. The information I obtain through this request will be used to: _____
- If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

Research and Duplication Fees – Payment Required When Documents Are Picked Up

Make check or money order payable for research and document fees to: **Treasurer, St. Louis County**

Typical Fees	Item	Cost Per Page	Item	Cost
		Paper Copies (up to 11" x 17")	\$0.10	Record Research/Duplication
	Paper Copies larger than 11" X 17" depending on plan size	\$2.50 - \$5.85	Retrieval of Historical Records	\$21.45 Per Hour
			CD for Electronic Record Copy	\$ 0.39 Per CD

I, the undersigned and requestor of this information, understand the above Research and Duplication fee amounts and agree to proceed with this research request.

Signature: _____ Date: _____

Send Requests for Public Information to:

Department of Transportation

Attn: Laurie Twombly
1050 N. Lindbergh
Creve Coeur, MO 63132
Phone: (314) 615-8567 Fax: (314) 615-8194
E-Mail: htresearch@stlouisco.com

Public Works - Code Enforcement

Attn: Research
41 So. Central, 6th Floor
Clayton, MO 63105
Phone: 314-615-2528 Fax: 314-615-7085
E-Mail: ceresearch@stlouisco.com

Neighborhood Services

Attn: Chris Downing
1050 N. Lindbergh
Creve Coeur, MO 63132
Phone: 314-615-4100 Fax: 314-615-8194
E-Mail: nsresearch@stlouisco.com