

St. Louis County Department of Public Works
REQUEST FOR PUBLIC INFORMATION

Telephone: 314-615-2528 Fax: 314-615-7085

Please Print All Information

Date of Request: _____

Name: _____ Company: _____

Address of Requestor of Information: _____

Daytime Phone: _____ Alternate Phone: _____

Address of Property to Research: _____

Permit Number: _____ Locator Number(s) [on Tax Bill]: _____

Is the property Residential or Commercial? (**circle one**)

State specifically the information you are requesting, such as: permits on a specific address, building plans for a house, electrical plans, etc. Include approximate date of research requested.

RESEARCH/DUPLICATION FEES

Duplication Fees: \$21.172 per hour plus
• 10 cents a page, up to 11" x 17"
• Plans larger than 11" x 17" start at \$2.50 per page, depending on plan size
• \$1.05 per CD for Electronic Records
Clerical Research: \$19.60 per hour

Special Computer
Program Development: \$97.00 per hour (price may vary depending on our vendor contract)

Please be informed, permits issued more than 5 years ago and building plans older than 10 years, may not be available.

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

Signature/Print Name

Date