



PUBLIC INFORMATION REQUEST

Development Services
2406 Leopard
Corpus Christi, TX 78408
(361) 826-3240
(361) 826- 4487 (fax)
Email: devserinforequest@cctexas.com



REQUESTOR'S NAME: _____ DATE: _____

BUSINESS/AGENCY (IF APPLICABLE): _____

REQUESTOR'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: () _____ FAX NUMBER: () _____

E-MAIL ADDRESS: _____

LOCATION ABOUT WHICH INFORMATION IS REQUESTED (PLEASE PROVIDE STREET ADDRESS):

DESCRIPTION OF PUBLIC INFORMATION REQUESTED (PLEASE CHECK ALL THAT APPLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE:

CERTIFICATE(S) OF OCCUPANCY: _____

PROJECT PLANS _____ (Must be approved by the City Legal Dept.)

PERMITS: BUILDING PERMIT _____
PLUMBING PERMIT _____

ELECTRICAL PERMIT _____
MECHANICAL PERMIT _____

INSPECTIONS: _____

OTHER: _____

ESTIMATED PERIOD OF TIME WHEN WORK WAS PERFORMED? (DOES NOT LIMIT YOUR REQUEST)_____

I AGREE TO THE REDACTION OF INFORMATION THAT IS CONFIDENTIAL BY LAW (CHECK, IF AGREE)_____

GENERALLY, THE CITY WILL MAKE THE REQUESTED INFORMATION AVAILABLE TO YOU WITHIN FOUR (4) BUSINESS DAYS OF RECEIVING THE REQUEST (INITIAL ONE)

I WISH TO INSPECT: _____

I WISH COPIES TO BE MADE _____ (.10 CENTS AND UP PER PAGE)

Note: The 10 cents per page is based on a single 8 ½ x 11 document. Should larger sheets be requested the cost would be higher.

LABOR AND OVERHEAD CHARGES FOR LOCATING, COMPILING, AND REPRODUCING INFORMATION WILL BE IMPOSED FOR REQUESTS OF 51 OR MORE PAGES AT THE RATE OF \$15.00 PER HOUR, PLUS OVERHEAD (20% OF LABOR). AN ITEMIZED ESTIMATE OF CHARGES WILL BE PROVIDED FOR CHARGES EXCEEDING \$40.00.

SIGNATURE OF REQUESTOR

DATE

PRINT NAME OF REQUESTOR

Total Fee \$ _____

DATE RECEIVED _____

RECEIVED BY: _____