



MPIA DOCUMENT REQUEST FORM
 Department of Housing & Community Development
 417 East Fayette Street, 14th Floor
 Baltimore, Maryland 21202
 Email: Kevin.Nash@baltimorecity.gov



Requester Name: _____ Date: _____

Address: _____ Phone No.: _____

City/County: _____ State: _____ Zip Code: _____

Email Address: _____

Official Address for which information is being requested: _____

Time frame (dates) for the records you are requesting: _____ Through _____

Please complete all of the above information. Incomplete forms will not be processed.

Permit Types

- Construction
- Electrical
- Mechanical
- Plumbing
- Razing
- Use

Plans

- Site Plans
- Architectural Plans
- Structural Plans
- Mechanical Plans
- Electrical Plans
- Other, Specify

Other Documents

- Permit Applications
- Inspection Notes
- Certificate of Completion
- Certificate of Occupancy
- Violation Notices
- Condemnation Notices
- Other, if not listed above

Date Received _____ Date Issued _____ Issued By _____

Notes:

- Requests for documents will be responded to promptly, and in any event within 30 days, absent circumstances justifying taking more time. You will be notified within 10 days if your request will take between 11 and 30 days to answer.
- The MPIA allows an agency to charge a "reasonable fee" for copies of records. An agency may also charge a reasonable fee for searching for a public record. This charge may include the time required for locating and reviewing the record. The first two hours of search time are free, but an extensive search may prove time-consuming and, therefore, expensive.

Document to be Duplicated	Cost
Photocopies (letter & legal size)	\$1 first page - \$0.50 each additional page
Duplication of Permits	\$10
Use and Occupancy Certificate	\$10
Copies or Duplicates of Approved Plans	\$10 per sheet