



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



Requester Name: _____ Date: _____

Requester's 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 Egt w/lecvg"qh"Qeewr cpe{
- ☐ Egt w/lecvg"qh'Ego r ngvqp
- ☐ Rgto k/C'r r lecvgpu

Property Registration and Licensing

- ☐ Rental Licenses Property
- ☐ Registration Records

Plans

- ☐ Site Plans
- ☐ Architectural Plans
- ☐ Structural Plans
- ☐ Mechanical Plans
- ☐ Electrical Plans

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- ☐ Inspection Reports/Notes
- ☐ Violation Notices
- ☐ F go qrkqp"tgeqtf u
- ☐ Condemnation Notices
- ☐ Zoning Records

For Internal Use Only

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. Thank you for your patience.
- 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.