DUPLICATE DOCUMENT REQUEST FORM
Department of Housing and Community Development
Permits and Codes Enforcement Division
417 East Fayette Street, Room 100
Baltimore, Maryland 21202
Phone: 443-984-1809 Fax: 410-545-1807

Applicant Name: ________________________________ Date: _______________________

Address: _____________________________________ Phone No.: ___________________

City/County: ___________________________ State: ______ Zip Code: __________________

Applicant Email Address: ________________________________

Official Address for which information is being requested: ______________________________

Years to research for your request: ________________________________

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
☐ Reports (e.g., Inspectors, Demolition, Correspondences, etc.)
☐ Other, Specify __________________

Date Needed By ___________________ Date Issued ________________ Issued By ____________

Notes:

(1) Turn around time is a minimum of 10 working days
(2) The charges for copies or duplicates of permits, certificates, and other documents are:
   1. for photocopies of documents other than approved plans, $1 for the 1st page and $0.50 for each additional page,
   2. for duplicates of permits other than approved plans, $10 for each duplicate issued and,
   3. for copies or duplicates of approved plans, $10 per sheet plus any charge involved in reproducing them.

Exception: The fee for photocopies of violation notices, condemnation notices, and records related to either, will be waived if the notices are:

1. for a residential property, and
2. the copies and the fee waiver are requested by:
   a. the current owner of the property, as evidenced by a recorded deed, or
   b. a current occupant of the property, as evidenced by an executed lease or other record satisfactory to the Building Official

REV 08/17