



**City of Richmond**  
 Department of Community Development  
 Bureau of Permits & Inspections  
 900 East Broad Street, Room 110  
 Richmond, Virginia 23219  
 804-646-6955 (FAX 804-646-6948)

**REQUEST TO INSPECT, COPY OR REPRODUCE PUBLIC RECORDS**  
 Pursuant to the Virginia Freedom of Information Act

**PLEASE PRINT LEGIBLY:**

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSON REQUESTING: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS (include zip code): \_\_\_\_\_

**RECORDS REQUESTED INCLUDING PROPERTY ADDRESS AND/OR SUBJECT MATTER**

**(Please be as specific as possible to help us more quickly locate the records):**

PROPERTY ADDRESS: \_\_\_\_\_

(Property Owner's name must be provided for each year prior to 1946)

SPECIFIC SUBJECT MATTER: \_\_\_\_\_

**MANNER OF COMPLIANCE (Choose one):**

- Copies
- Review
- Review and Copies

**MANNER OF DELIVERY:**

- By Mail to Address Above
- In Person at Our Office

I understand that I may review a copy of the Virginia Freedom of Information Act, Va. Code Ann. §§ 2.2-3700 through 2.2-3714 upon request. I acknowledge that the Act allows the City five (5) working days to respond to this request. I agree to pay reasonable charges that the City may make for its actual cost incurred in accessing, duplicating, supplying (including mailing), or searching for the records I have requested before receiving any records.

\_\_\_\_\_  
**SIGNATURE OF PERSON REQUESTING RECORDS**

**ESTIMATE OF COST (To be completed by the Bureau of Permits & Inspections with final copy provided to requester with response):**

- Copies (each page): \_\_\_\_\_ @ \$ 0.25 = \$ \_\_\_\_\_
- Research (per hour): \_\_\_\_\_ @ \$ 15.15 = \$ \_\_\_\_\_
- Monthly Report (each) \_\_\_\_\_ @ \$ 15.00 = \$ \_\_\_\_\_
- Mailing Cost (letter or bulk): \_\_\_\_\_ @ \$ 2.50/5.00 = \$ \_\_\_\_\_
- TOTAL ESTIMATE: \_\_\_\_\_ = \$ \_\_\_\_\_

❖ Fees for copies of large plans are not included in the price estimates above. Copies of large plans that cannot be reproduced by the City will be sent to A & E Supply Co. A & E Supply Co. charges a \$5.00 delivery fee for plans to be picked up and returned to the city in addition to the charges for any copies requested by the applicant.

**FOR OFFICE USE ONLY:**

DATE OF COMPLIANCE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ AMT. PD. = \$ \_\_\_\_\_

NAME AND SIGNATURE: \_\_\_\_\_