



BUILDING & SAFETY REQUEST FOR RECORDS

Phone: (702) 229-4660

Fax: (702) 636-1407

NOTE: * Records are available to the general public, but may require a subpoena.
 * All records will be copied according to the time demands of our staff.
 * This form is a public record and will be retained for a period of one year from creation.

Requestor Name: _____ Telephone: _____

Address: _____ Fax: _____

Company: _____ Email: _____

I hereby request the following City of Las Vegas public records be: **a)** made available for review and inspection; **b)** copied; or **c)** copied and certified **d)** Information over the phone (**circle one**)

Records Requested & Special Instructions (include project name and address):

Check all that apply:

Permits Inspection History Building Plumbing Mechanical Electrical

Certificate(s) of Completion / Occupancy

Plans: Building Plumbing Mechanical Electrical All

Other Documents (soils, calculations, correspondence, etc.)

Copyright laws protect some records in the possession of this department, and reproduction of such documents may be refused. Without the permission of the author, federal law allows us to copy protected documents only for the purposes of "criticism, comment, news reporting, teaching, scholarship or research." (17 U.S.C.A. Sec. 107)

I understand there is a charge for copies of public records and staff research time. Further, I understand that if the cost of reproduction exceeds \$25.00, advanced payment in full will be required to process the request. Materials will be held for 14 days and *subsequently destroyed if not claimed*. If not retrieved (and the material is under \$25.00), a charge for the second reproduction in addition to the original charge for the first reproduction will be made. (ROP CL-200) All payments will be forfeited if the material is not retrieved.

Signature: _____ Date: _____

CHARGES			
(For department use only)			
Type	Number of Copies/Hours	Fees	Charges
Plans		Paid directly to Mercury Blueprint or \$3.00 per sheet if under 5 sheets	
Duplicate Building Card		@ \$5.00 per Permit	
Inspection History		@ \$1.00 per page	
Other Documents		@ \$1.00 per page	
Research Time Fees		@ \$45.00 per hour/per person	
Certification Fees		@ \$2.00 per page	
Special Letter Preparation		@ \$15.00 each letter	
Electronic Data on CD		@5.00 per CD	
Mailing Charges		@2.50 per envelope (regular)	
		TOTAL CHARGES	