

PERMIT RECORDS RESEARCH SCHEDULE

CLIENT: _____

TELEPHONE: (DAY) _____ (EVE.) _____

REPORT NO./DATE: _____

PROPERTY ADDRESS: _____

INSPECTOR: _____

CITY OFFICE LOCATION: _____

DATE OF INSPECTOR'S VISIT: _____

SPECIAL INSTRUCTIONS: CITY MAILING INFO. COLLECTED ON SITE

OTHER: _____

CLIENT FOLLOW-UP:

PERMIT INFO. RECEIVED ON: _____

INFO. SENT TO CLIENT: _____

DATE: _____

FEE COLLECTED: \$ _____

OUR RESEARCH DETERMINED THAT THIS BUILDING DEPARTMENT HAD NO PERMIT RECORDS ON FILE FOR THE ABOVE PROPERTY.