



# REQUEST FOR INFORMATION RELATIVE TO PUBLIC RECORDS

COUNTY OF HENRICO, VIRGINIA  
 DEPARTMENT OF BUILDING CONSTRUCTION AND INSPECTIONS  
 4301 E. PARHAM ROAD \* HENRICO, VA 23228  
 P.O. BOX 90775 \* HENRICO, VA 23273-0775  
<http://henrico.us/bldg>  
 PHONE (804) 501-4360 \* FAX (804) 501-4984

*In order to facilitate the procurement of records on file in this office, the information about each property location is to be filled out completely by the applicant requesting such data. PLEASE ALLOW 5 DAYS FOR RESEARCH*

<b>APPLICANT INFORMATION</b>	Name: _____	Date: _____
	Address: _____	
	Phone: _____	Fax: _____
	Email: _____	

<b>PROPERTY INFORMATION</b>	<b>BUILDING NAME:</b> _____
	<b>ADDRESS:</b> _____
	<b>PERMIT NUMBER:</b> _____
	Cost for Paper Copies: 8-1/2 x 11 = \$.15 ◆ 8-1/2 x 14 = \$.25 ◆ 11 x 17 = \$.25 ◆ Large Plan Sheet = \$1.00

### INFORMATION REQUESTING (Check all items being requested)

Plans     
  Copy Of Permit     
  Inspection Report     
  Certificate of Occupancy     
  UST / AST Permits  
 Construction Date     
  Open Permits     
  Other (please state other): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

### FOR OFFICE USE ONLY

Pre 1992 Map #:	Parcel/GPIN #:	Year Built:
Previous Names: _____		

Notes:	Box/Files Requested:				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Emailed:</td> <td style="width: 50%;">Date Faxed:</td> </tr> <tr> <td>Date Picked Up:</td> <td>PIV #:</td> </tr> </table>	Date Emailed:	Date Faxed:	Date Picked Up:	PIV #:
Date Emailed:	Date Faxed:				
Date Picked Up:	PIV #:				

(For Copies of Commercial Plan Only)

**Building Official's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_