pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 06/06/2011

REQUEST SUBMITTED BY: (●) E-MAIL ( ) U.S. MAIL ( ) FAX ( ) IN-PERSON

NAME OF REQUESTER : Al Pereira

STREET ADDRESS _____

CITY/STATE/COUNTY/ZIP(Required): _____

TELEPHONE (Optiona _____

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information.*

We need a report listing Issued Building Permits and, if possible Pending Building permits for New Construction and Additions from March 1st 2011 to current date. Ideally we would like to see in this report: Name of Contractor, address of project, description of work, estimated value. If your system doesn't allow, just send what you are able to generate.
If possible we prefer e-mail or fax delivery to:

DO YOU WANT COPIES? YES or NO Just Email or Fax
DO YOU WANT TO INSPECT THE RECORDS? YES or NO
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*