



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

**TO:** Worcester Township

**ATT:** Open Records Officer

**FAX:** (610) 584-8901

**DATE REQUESTED:** December 14, 2016

**REQUEST SUBMITTED BY:** FAX

**NAME OF REQUESTOR:** Barb Catagnus

**STREET ADDRESS:**

**CITY/STATE/COUNTY (Required):** Worcester, Pennsylvania, 19380

**TEL. (Optional):**                      **FAX #:**                      **EMAIL:**

### **RECORDS REQUESTED:**

Please provide a monthly summary of residential building permits for all new construction houses, renovations or additions issued in **November 2016** .

If the municipality does not keep a monthly summary I would like a copy of all residential new construction, renovations or additions permitted.

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions.

I respect your time and appreciate your help.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.