



pennsylvania
OFFICE OF OPEN RECORDS

RTK Number: 17-1670

RECEIVED
JUN 15 2017

WORCESTER TOWNSHIP, MONTGOMERY COUNTY
STANDARD RIGHT-TO-KNOW REQUEST FORM

Per State Law: Please allow up to five (5) business days for an agency response.

DATE REQUESTED: 6/15/17

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

YOUR NAME: Riley Carmody/Lauren McFeeley; Performance Systems

YOUR STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____ FAX (Optional): _____

E-MAIL ADDRESS (Optional): _____

DESCRIPTION OF RECORDS REQUESTED:

*Provide as much specific detail as possible below so that the agency can identify the records.

Please see attached letter for specifics regarding the request.

HOW I WANT THE RECORDS (Charges may apply):

PICK UP FAX EMAIL STANDARD MAIL DISC VIEW IN PERSON

I WANT CERTIFIED COPIES OF THE RECORDS (Additional charges apply):

YES NO



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Right to Know Request

Performance Systems Development kindly requests the following information regarding residential new construction in your jurisdiction:

1. A list of all new, single-family homes, twins/duplexes, and townhouses permitted under the International Residential Code (i.e. three stories or less) in your jurisdiction over the past six months.
2. Along with the list of homes, PSD requests the following data for each home (if available):
 - Building address
 - Permit issuance date
 - Permit type/description (e.g. new construction, renovation)
 - Parcel number, permit number or unique identifier
 - Date completed (if applicable)
 - Builder/general contractor or owner name
 - Builder/general contractor or owner contact information
 - Occupancy type
 - Date and type of last inspection
3. Electronic data in Excel or Word format is preferred, but PDF files or faxes are also fine. Please email or fax the data to the person below. If you are unable to provide the data, or have questions, please contact the person below.

Riley Carmody

Performance Systems Development

Phone: 607-227-8225

Fax: 607-277-6224

Email: rcarmody@psdconsulting.com