



CITY OF CHICAGO
 Department of Buildings
 (312) 744-3416
 Freedom of Information Request Form



Requester's Name: RECORDS DEPOSITION SERVICE, INC. Organization (if any) _____

Requester's Address: 120 W. MADISON ST., SUITE 300, CHICAGO, IL 60602 Telephone No. 312-553-8900

E-mail Address: ilrequests@recdep.com Alternate No. Fax: 312-553-8901

Please list the address of the property for which records are to be sought. **(ONE ADDRESS PER REQUEST)**
 Be specific as to your request.

Check the box below.

Address _____

BUILDING PERMITS

1993 to present 1956 to 1992

Permit No. _____ Description of work _____

PLANS

Permit No. _____ Description of work _____

To obtain plans, proof of ownership (title, deed or water bill) and notarized authorization from owner is required.

Violations Verify Number of Dwelling Units

Other _____

The Freedom of Information Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise. The agency will respond within seven working days after its receipt.

If your request is denied, you may appeal to the City of Chicago Freedom of Information Coordinator.

(For agency use only)

Name of employee receiving request:

Name _____ Date Request received: _____

Records Found yes no How many _____ Fee _____

Request Denied Reason for denial _____