



CITY OF CHAMBLEE, GA

Development Department

Permits & Inspections
5468 Peachtree Rd.
Chamblee, GA 30341

Phone: 770-986-5024
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Public Records Request

Planning and Zoning Permits and Inspections Other

CUSTOMER CONTACT INFO:

DATE: _____

NAME: _____

PHONE NUMBER: _____ FAX: _____

ADDRESS: _____

E-MAIL: _____

PERMIT #, PROJECT NAME AND/OR ADDRESS OF DOCUMENT YOU ARE REQUESTING:

EXAMPLES: Site Plan, Construction Plans, Certificate of Occupancy, Inspection Report, Misc. File Documents, etc.

1. _____
2. _____
3. _____

As required by state law O.C.G.A. § 50-18-70, 3 business days are allowed to complete your request or 3 business days to provide records for inspections.

I agree to pay, in advance, any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges and administrative charges for search, retrieval, and other direct administrative costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.)

SIGNATURE: _____

_____ Copies (11 x 17" or smaller) – 1 st copy at \$1.00 & \$0.25 per additional sheet	# copies: _____ = \$ _____
_____ Copies (larger than 11 x 17") – \$3.00 per sheet	# copies: _____ = \$ _____
Certificate of Occupancy (8.5" x 11") - \$5.00 each	# copies: _____ = \$ _____
Research Time - \$12/hr, first 15 minutes free	time: _____ = \$ _____
	TOTAL: \$ _____

Payment received: \$ _____ Date: _____ Check # _____ Cash Credit Card

Handled by: _____ Method: _____
Date: _____