



# Planning & Development Department

Public Information Office

611 Walker Street / 6th Floor Houston, TX 77002

**FAX (713) 837-7703**

**Email [Suzy.Hartgrove@cityofhouston.net](mailto:Suzy.Hartgrove@cityofhouston.net)**

## Public Information Request Form

Date: \_\_\_\_\_

I \_\_\_\_\_, under the Public Information Act request

(Please Print Name Clearly)

the following documents:

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**NOTE: The Planning and Development Department does not have records relating to building permits, code violations, flooding, property inspections or certificates of occupancy. Please direct those requests to the Public Works and Engineering Department.**

### REQUESTOR INFORMATION

*Must be filled out completely*

#### **PLEASE PRINT**

Customer/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: The Planning Department has 10 working days to respond to your request and will notify you in writing of the reasonable date and time when records will be available along with the estimated cost.**