



Planning & Development Department

Public Information Office

611 Walker Street / 6th Floor Houston, TX 77002

FAX (832) 393-6661

Email Patricia.Benavides-Foley@houstontx.gov

Public Information Request Form

Date: _____

I _____, under the Public Information Act request

(Please Print Name Clearly)

the following documents:

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.