



## REQUEST FOR PUBLIC RECORDS

Building Division

400 S Vicentia Avenue, Corona, CA 92882

Phone (951) 736-2250 Fax (951) 739-4893

All inquiries require a written request be submitted to the Building Division. Per the Public Records Act we have (10) days to respond to such request. If this is a request for plans or any documents stamped and signed by a professional, under the Copyright Protection Act of 1990, written authorization from the Architect/Engineer is required. Copies are provided free for the first page and \$.60 for each 8 ½" x 11" Xerox or digital reproduction. Drawing size sheets are \$3.25 each. Payment must be made prior to production of copies.

Date Requested:	Name:
	Search Address:
Inspection Only: <input type="checkbox"/> Copying Only: <input type="checkbox"/> Inspection & Copying: <input type="checkbox"/>	Mailing Address: <hr/> <hr/> <hr/> Daytime Telephone:
Description of public record: (list each document , file or record separately)	
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Office Use Only:

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