



**PERMIT ASSISTANCE CENTER**  
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[www.co.thurston.wa.us/permitting](http://www.co.thurston.wa.us/permitting)  
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## Request for Public Records

You will need to provide the following information for your public records request to be processed.

### Which Department Do You Need Information From?

- RESOURCE STEWARDSHIP
- ENVIRONMENTAL HEALTH
- PUBLIC WORKS DEVELOPMENT REVIEW

### What Records Are You Requesting?

- Land Use File(s)
- Building File(s)
- Septic File(s)
- Water System File(s)
- Public Works File(s)
- Other (be specific) \_\_\_\_\_

Staff Use Only

Intake By: \_\_\_\_\_

### What Information Do You Need?

The provided information must be legible and specific as to what you are requesting.

Tax Parcel No(s). \_\_\_\_\_ Project No(s). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### I Would Like To:

- Review the records at no charge (copies may be requested after review of the records).
- Receive copies of records after paying required copying charges (*\$.15 per 8 1/2 x 11 copy; \$.30 for double-sided copies*).
- Receive electronic copies *if available*.
- Receive scanned copies of documents not currently available electronically after paying required copying charge. (*\$.10 per scanned page. Electronic documents may be emailed. Size limits and volume may require a cd at \$1ea.*)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

*By signing this form I certify that any list of individuals obtained through this request will not be used for commercial purposes.*