



BUILDING DEVELOPMENT CENTER

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www.co.thurston.wa.us/permitting

Creating Solutions for Our Future

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?

- DEVELOPMENT SERVICES
- 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.