



**BUILDING DEVELOPMENT CENTER**

2000 Lakeridge Dr. SW, Olympia, WA 98502  
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Email: [permit@co.thurston.wa.us](mailto:permit@co.thurston.wa.us)

[www.co.thurston.wa.us/permitting](http://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). \_\_\_\_\_

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**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.*