

Open Records Request (ORR) for Information:

Please Print all information, use black ink only – may use computer printer.

Please allow up to 10 days for Processing.

Requestor's Information

Name: _____
Phone Number: _____
Fax Number: _____

Date of Request: _____
Company Name: _____
Cell Phone: _____
Email Address: _____

Records Requested Information

Address: _____
Time Period: _____

Building Name: _____
Suite Number: _____
Multi – Tenant Y or N _____

Description of Documents Requested:

In accordance with the Texas Public Information Act, I am requesting the following documents/records from the City of Plano. I understand that I may either schedule a mutually acceptable time with the City to review these documents/records in person or I may request that these records be photocopied and mailed to me. I understand that there is a charge of ten cents (\$.10) per page for standard sized photocopies (up to 8.5" x 14"), and additional charges for non-standard sized documents or for documents/records retained in another media (See ORR Fee Schedule on City Web-site). The City may also charge ten cents (\$.10) per page for all documents that contain confidential information and must be redacted before they can be viewed by the public. Copies of documents ten (10) pages or less will be provided free of charge pursuant to City policy.

I understand the City may charge requestor for personnel time if the request is more than fifty (50) pages long or if records have to be pulled from two (2) or more separate buildings or from a remote storage building. I also understand that I may request an estimate of the charges before ordering copies of the documents/records requested. If the City determines that compiling or photocopying the requested documents/records will exceed \$40.00 in charges, a written estimate of charges will automatically be generated and provided to requestor.

I understand that I must respond to the estimate of charges within ten (10) days, in writing, and inform the City whether I will accept the charges or my request for information will be deemed withdrawn.

Signature of Requestor

Date

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.



Building Inspections Department ~ 1520 Ave K, Suite 140 Plano, TX 75074 ~ 972-941-7140 fax 972-941-7187
www.buildingsinspections.org
FM624MP009 REV. 07/14/10

Office Use Only

Date Received:

Due Date:

Completed Date:

ORR Received Via:

Email

Mail

Facsimile

Other

Hand Delivered

Telephone

Copy Deposit:

Cash \$

Check \$

Credit Card \$

Request Forwarded to: _____

Date: _____

Records Assistant Comments and Signature:

Services Provided

Copies: _____

Plans: _____

Personnel Time @ \$15.00 Per hour: _____

Handling Charges: _____

Mailing Fees: _____

Miscellaneous Fees: _____

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