



Department of
CITY PLANNING

Office of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Tel: 404.330.6150

OPEN RECORDS REQUEST FORM

Please type or print requested information in the fields below.

Fields with **red asterisk (*)** are required

Submit request by only to:	Email Address:	openrecords-planningbuildings@atlantaga.gov
	Subject Line:	Open Records Request

* Date of Request		
* Address of Property		
	<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW	Suite, Apartment, Unit, or Floor Number
* Property Type	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi Family (Apt., Townhome, Condo)	

Contact Information:	
* Contact Name:	
Company Name:(if applicable)	
* Contact Number:	
* Contact Email:	

Select any additional documents that you are requesting.			
PLANS	PERMITS	INSPECTIONS	CERTIFICATE OF OCCUPANCY
Year / Date Range	<input type="radio"/> Building Permit <input type="radio"/> Trade Permit	<input type="radio"/> Building and/or Trade Inspections <input type="radio"/> Zoning Enforcement Inspections <input type="radio"/> Zoning Enforcement Violations	Year / Date Range

1. Please list the documents that you are requesting:

PLEASE NOTE:

The City of Atlanta is authorized to impose a reasonable administrative charge of \$24.54 per hour for research efforts that include retrieval, copying, redaction and other administrative services. Additional fees will apply for any copies associated with your inquiry. For walk-in customers, please allow approximately one hour for the retrieval of on-site plans.

PAGE SIZE	COPY FEE
8.5" x 11"	\$0.10 per page
11" x 17"	\$2.00 per page
18" x 24"	\$5.00 per page
24" x 36"	\$7.00 per page
Over 24" x 36"	\$10.00 per page
Certification Fee	\$7.00 for first page; \$1.00 for each additional page



OPEN RECORDS ARCHIVE RETRIEVAL PROCESS OVERVIEW

PLEASE BE ADVISED: Requests for *copies* of archived plans will be processed in the order they are received. This process may take up to **six weeks or more**. You will be contacted when the plans have been located.

Below is an overview of the process to receive copies of plans from **Action Blueprint**:

STEP 1

- You will receive a "**Records Reference Request**" document that must be completed and returned to our **Open Records Division**

STEP 2

- Contact **Action Blueprint** at **404-885-1433** to place your order.

STEP 3

- Contact our **Open Records Division** notifying them that payment has been made and provide them with the payment information.
 - Provide the completed Action blueprint form.

STEP 4

- Once the **Open Records Division** has received the copies from **Action Blueprint**, they will contact the customer to come pick up the plans.
 - Plans must be picked up within **7 calendar days** of the customer being notified.
 - Plans that are not picked up by the specified date will be discarded after **14 calendar days**.