

OFFICE USE ONLY

REC'D: \_\_\_\_\_ BY: \_\_\_\_\_  
PAYMENT: \$ \_\_\_\_\_ TYPE: \_\_\_\_\_  
APPLICATION #: \_\_\_\_\_  
BUILDING \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**BUILDING**  
**Request**  
**Letter**  
Revised 01/27/16

**USE THIS FORM TO:** Apply for request letters from the Building Department – code determinations, administrative information, and flood zone confirmations.

**FEES:** Vary based on request – see below. Fees are due upon application.

**IMPORTANT NOTES:** Request letters may be needed by contractors, for real estate transactions, or for other agency approvals. Please contact the Building Department if you have any questions. Completion times vary from one to ten days, depending on the complexity of the request.

**KEY CONTACTS:** The Building Department will guide your application from start to finish. You'll be contacted when your letter is ready for pick-up.

**Request for:**

- CODE DETERMINATION (\$50)
- ADMINISTRATIVE INFORMATION (\$50)
- FLOOD ZONE DETERMINATION (\$25)

**Contact Name:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Please identify any specific information requested (use additional sheets if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print) Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant