## RESEARCH REQUEST FORM

DUE TO COVID 19, CITY HALL IS OPERATING UNDER REDUCED HOURS AND REDUCED STAFFING IN AN EFFORT TO REDUCE THE SPREAD OF THE CORONA VIRUS.

OUR RESEARCH PROCEDURE HAS CHANGED.

To obtain information regarding a property, this review form must be filled out and submitted to Kgatto@norwalkct.org

- 1. Please check the boxes that you would like to have copies of (CO, Building Permit, etc.)
- 2. For commercial searches, an updated tenant list must be provided.
- 3. For single and two family dwellings, permits are available from 1971-to present day.

## Fees: \*\*There is a \$5.00 minimum for all research requests at this time\*\*

Plans
Certified True Copies
Non-Certified standard sized file copies

\$10.00 per page \$10.00 per page .50 per page

When the search is completed, you will be contacted with the fee amount. Fees can be paid by credit card over the phone, a check can be mailed in or left in the Building Department drop box located in the front of City Hall. Once payment is received, the search will be emailed to you, or you can request pick up at the Customer Service Center located in the lobby of City Hall.

Address of requested file:  Owner's Name:  District/Block/Lot  Name of Requestor:  Email of Requestor:  Phone number: ( )  I would like copies of the following:  C/O BUILDING PERMIT ZONING APPLICATION ZONING COMPLIANCE STAND ALONE TRADES  **Plot Plans/Surveys are obtained from Planning and Zoning**  **Violations are issued through Zoning, Health and the Fire Department**  Year Built  PERMIT NUMBER DATE PERMIT FOR	Date:				
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