

Department of Building & Safety

Document Retrieval Application

Document Retrieval Fee \$25.00

- Document retrieval, re-filing, and supervision of document review for a request to view documents that are not available electronically in the BS&A System.
- Electronic documents are available online at <https://is.bsasoftware.com/>
- Reproduction fees are extra; fee is non-refundable; no information to be retrieved until fee is paid.
- If your request is not handled through the Department of Building Safety, please contact the appropriate department.
- Please allow one to five business days for processing.

Requestor Information:

Name

Address

City, State, Zip

Phone Number

E-mail

Description of Records Requested:

Describe in detail the information being requested. Please be specific. If the request is unclear it could prevent / delay the department from processing the request.

Signature: _____

Date: _____