



Request for Public Records

Name	E-mail	Date
Agency/Company Name	Telephone No.	Fax No.
Street Address	City, State	Zip Code

Describe the record(s) you are requesting. Please include all pertinent information such as address, permit number, zoning case number, date, etc. Please email form to records.requestinfo@chandleraz.gov

<input type="checkbox"/> Permit	
<input type="checkbox"/> Certificate of Occupancy	
<input type="checkbox"/> Residential Plot Plan	
<input type="checkbox"/> Building Plans	
<input type="checkbox"/> Other	
<input type="checkbox"/> As-built: Please forward request to AB@chandleraz.gov	

Please indicate whether you will use the records for a non-commercial or a commercial purpose.

Non-Commercial

I declare that I have read and understood the Public Records Request Policy and General Information sheet regarding requests for public records from the Development Services Department. The records that I am requesting are **not** for a commercial purpose as defined by Arizona Revised Statutes §39-121.03(D). These records are for my use; I will not sell them to another person. I understand the City of Chandler does not guarantee the accuracy or completeness of these records and declare the City of Chandler, its officers and employees free from any and all damages, lawsuits, causes of action and liabilities that may result from my reliance upon and use of the above described information.

Print Name: _____ **Signature:** _____ **Date:** _____

Commercial - please complete the form for commercial use of public records.

For Records Office Use		
Cost of Reproduction:	copies @ \$ _____ per copy. Postage charge (if any): \$ _____	Total: \$ _____
Completed by:	Date: _____	
Comments:		



Request for Public Records Policy and General Information

Policy

It is the policy of the Development Services Department to comply with all City, State of Arizona and Federal laws and regulations regarding the release of public records. Public records in the custody of the Development Services Department are open to inspection by any person at all times during regular office hours (8:00 a.m. to 5:00 p.m., Monday-Friday). However, please be aware that the City may deny inspection of certain records if they are made confidential by State or Federal law, or involve the privacy, interests of persons or if disclosure would be detrimental to the best interests of the City.

Requests for Public Records for a Non-Commercial Purpose

Please submit requests for inspection or copies of public records in writing, with adequate and detailed information. The City is not responsible for creating new documents or generating reports in response to non-specific requests.

Requests for copies of public records for a non-commercial purpose will be processed within 10 working days, unless the request is for an unusually large number of records. The City will charge a reasonable fee to cover reproduction expenses. Checks should be made payable to the City of Chandler.

Requests for Public Records for a Commercial Purpose

Requests for public will be sent to the appropriate Division for verification and authorization; please allow extra time for processing. The Arizona Revised Statutes §39-121.03(D) defines a commercial purpose as:

- Sale or resale.
- Producing a document containing all or part of the copy, printout or photograph for sale.
- Obtaining names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation.
- Any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

It is a violation of the public record law to:

- Obtain a public record for a non-commercial purpose and use it for a commercial purpose.
- Obtain a public record for a commercial purpose and use it for a different commercial purpose.