



**CHATHAM COUNTY DEPARTMENT OF BUILDING
SAFETY & REGULATORY SERVICES**

1117 Eisenhower Dr., Savannah, GA 31406



**Gregori S. Anderson, CBO
Director**

**Clifford Bascombe, CBO
Assistant Director**

REQUEST FOR DOCUMENTS & PLANS RETRIEVAL

PUBLIC INFORMATION ACT GUIDELINES - O.C.G.A. 50-18-70, O.C.G.A. 50-18-71 (C)(D)

REQUESTOR: _____ DATE: _____ 20__

PHONE NO: (____) _____

ADDRESS OF PROPERTY: _____

DOCUMENTS REQUESTED: _____

Be very specific. For searches/reproductions which take more than 15 minutes, there is a clerical fee of \$10.00 minimum per hour or any part thereof. In addition, there is a charge of \$.25 per photocopy or computer printed page. Charges are payable by check, cash, or credit card to Building Safety & Regulatory Services. If you request copies of plans, they will be sent to Digital Reprographics at 1101 Chatham Parkway (912)447-5445. You must contact them and provide instructions as to what is to be copied and what size to create. You will pay Digital Reprographics directly for their work.

Allow three (3) days for research of our files and documents. We will contact you directly if it takes longer to fulfill your request.

YOUR SIGNATURE OF AGREEMENT TO THE ABOVE CONDITIONS:

Signature

Witness