



Records Request FAQs

Q: How soon can I expect a response to my records request?

A: Within 10 calendar days, our department will respond stating if the records exist, if any are exempt from disclosure, and when we will release to you. If more time is needed to search our records, we will notify you. Additional search time shall not exceed 14 additional days, or a total of 24 days.

Note: Some searches can be more complicated than others, so it is recommended that you submit a separate request for each address/parcel.

Q: Is there a cost to obtain records?

A: Digital copies of records are provided free of charge to requestors. Fees may apply for hard copies or certain duplication requests, such as plans.

Q: Can I request building plans via a records request?

A: Yes, we can search for plans and building permits related to a property within our jurisdiction. However, we are not able to duplicate any plans or specifications created by a design professional without their written permission. Any documents requested will be redacted for any personal information or proprietary plans/specifications. Unredacted plans can be viewed free of charge at our offices during normal business hours. If you are interested in viewing plans, it is recommended that you make an appointment for quicker service.

Q: How can I obtain unredacted copies of plans?

A: Plans or specifications created by a design professional are owned by the entity that created them. We can provide you with any contact information we have on file if you would like to obtain plans directly from them.

In order for CDD to obtain permission to duplicate, we will contact the owner of the plans on your behalf. For each set of plans requested, we require a notarized Declaration for Duplication of Official Building Plans form, along with \$7.00 to cover the cost of certified mail. We can release the plans as soon as we receive permission, or after 30 days with no response from the owner of the plans.