



Date: \_\_\_\_\_

Department of Planning and Development  
Permit Service Center

## MICROFICHE REQUEST

We no longer offer Microfiche viewing by machine. All Microfiche film has been scanned and digitized. To view files, you may choose one of the following options:

1. You may purchase a CD containing all Microfiche files for \$10.00.
2. If there are less than 50 pages, we will print them for a fee of \$.10 per page.
3. Furnish us with your flash drive and we will load the files at no charge.

If ordering by mail, please complete this form and return it to this office with your payment (by check). *Do not send cash in the mail.* Allow approximately three to five (3-5) business days after receipt of order for processing.

**SITE ADDRESS:** \_\_\_\_\_

How would you like to receive CD/copies?                      Pick up                      Mail

Name: \_\_\_\_\_  
*(Please print clearly)*

If you would like the CD or copies mailed, please furnish mailing address:

\_\_\_\_\_

<i>Street Number</i>	<i>Street Name</i>	<i>City, State</i>	<i>Zip Code</i>
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Daytime Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

*Disclaimer: There is no guarantee as to what is available. The CD will contain all documents in the file.*

**FOR OFFICE USE ONLY**

\_\_\_\_ CD's @ \$10 each: \$\_\_\_\_\_(Code P250)                      \_\_\_\_\_ Paper copies @ \$.10 each: \$\_\_\_\_\_(Code P341)

\_\_\_\_ Customer's Personal Flash Drive: No Charge

Date request received: \_\_\_\_\_ Staff: \_\_\_\_\_ Processed Date: \_\_\_\_\_

Date Mailed to Customer: \_\_\_\_\_ Date Called for Pick-up: \_\_\_\_\_