



REQUEST FOR DOCUMENTS
GEORGIA'S OPEN RECORDS ACT
Call (912) 651-6530 for Information Fax (912) 651-6543

PUBLIC INFORMATION ACT
GUIDELINES (O.C.G.A. 50-18-70, O.C.G.A. 50-18-71(c)(d), City of Savannah Revenue Ordinance

- 1. DATE:
2. YOUR NAME: REPRESENTING:
3. PHONE NUMBER: EMAIL:
4. DO YOU HAVE AN AFFIDAVIT ATTESTING TO YOUR REPRESENTATION?
A. YES, ATTACHED NO, BECAUSE
B. WHOM SHOULD WE CALL FOR VERBAL VERIFICATION?
NAME TITLE
PHONE

5. PRINTED DOCUMENTS REQUESTED. Be very specific. An initial \$10.00 fee is required to process any request. For searches/reproduction which takes longer than 15 minutes, there may be a clerical fee of \$10.00 minimum per hour or any part thereof. In addition there will be a charge of \$.25 per photocopy page or computer printout page and the cost of the postage if the items are to be mailed. These charges are payable by check to the City of Savannah.

Describe what you want. (If more space is needed, attach a sheet or use the reverse).

6. PLANS OR MICROFILMING. If you request copies of plans, the Inspections Department will send the plans or film to Savannah Blueprint Company, 11 E. York Street (912) 232-2162. You must then instruct them on what to reproduce and in what size. You will pay them directly for the work and they will return the original material to the Inspections Department.

What plans or film do you want sent to Savannah Blueprint Company?

7. TIME ALLOWANCE. You must allow at least 48 hours for our research of files and documents. We will call you if it takes longer to fulfill your request. We do not control the work of Savannah Blueprint Company, so please make appropriate arrangements with them.

8. YOUR SIGNATURE OF AGREEMENT TO THE ABOVE CONDITIONS.

(Attest)