



City of Tukwila

Jim Haggerton, Mayor
Jack Pace, Community Development Director

Attached is the Department of Community Development Public Records Request form for **PERMITS AND LAND USE FILES.**

Other City of Tukwila Public Records Requests are handled by the City Clerk's Office. Please contact the City Clerk's Office at 206 433-1800 or TukwilaCityClerk@TukwilaWA.gov for assistance.

Once completed, the form can be submitted by choosing one of the following options:

Email the completed form as a PDF to DCDRecordsRequest@TukwilaWA.gov

Fax the completed form to 206 431-3665

Deliver the completed form in person or by mail to: Department of Community Development, Attention: Public Records Requests, 6300 Southcenter Blvd., Tukwila WA 98188

A response will be provided in 5 business days (this does not include weekends and State Holidays) to:

1. Make the record available for inspection or copying;
2. Provide an internet address and link on the agency's website to the specific records requested;
3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
4. Deny the request and provide a statutory reason as to why the request is being denied.

If you have any questions, please call 206 431-3670.



CITY OF TUKWILA REQUEST FOR PUBLIC RECORDS

Department of Community Development Permits and Land Use Files

THIS FORM IS FOR PERMITS AND LAND USE FILES ONLY. Other City of Tukwila Public Records Requests are handled by the City Clerk's Office. Please contact the City Clerk's Office at 206 433-1800 or TukwilaCityClerk@TukwilaWA.gov for assistance.

NAME: _____ DATE: _____

COMPANY: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

INFORMATION/RECORDS YOU ARE REQUESTING:

Original Occupant: _____ Current Tenant Name: _____

Site Address: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Bldg Permit/Plans
Date Range: _____
Permit #(s): _____ | <input type="checkbox"/> Mechanical Permit/Plans
Date Range: _____
Permit #(s): _____ | <input type="checkbox"/> Plumb/Gas Pipe Permit/Plans*
Date Range: _____
Permit #(s): _____ |
| <input type="checkbox"/> Electrical Permit/Plans**
Date Range: _____
Permit #(s): _____ | <input type="checkbox"/> Land Use File
Date Range: _____
Permit #(s): _____ | <input type="checkbox"/> Other: _____
Date Range: _____
Permit #(s): _____ |

* Plumbing permits/plans prior to April 2006 are kept with King County Records (206 296-6696).

** Electrical permits/plans prior to April 2007 are kept with Labor & Industries (206 835-1000).

REQUEST FOR PUBLIC RECORDS WILL BE RESPONDED TO/ACKNOWLEDGED WITHIN FIVE WORKING DAYS (RCW 42.17.320). There will be a \$0.15 cents per page charge for 8 ½ x 11" and 8 ½ x 14 and \$0.30 cents charge for 11" x 17". Oversized items will be assessed additional fees (RCW 42.17.260).

Payment can be made by check, exact cash, or credit card (MasterCard or Visa only).

PLEASE DESCRIBE IN AS MUCH DETAIL AS POSSIBLE WHAT YOU ARE LOOKING FOR OR NEED COPIES OF: _____

FOR OFFICE USE ONLY

COMPLETE

DATE RECEIVED: _____

STAFF INITIALS: _____