



OWYHEE COUNTY BUILDING DEPARTMENT PUBLIC RECORDS REQUEST FORM

PO Box 128 Murphy, Idaho 83650 ♦ Phone (208) 495-9851 ext. 3 ♦ Fax (208) 495-2051

Name: _____ Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Fax Number: _____

Building Permit Number: _____

Detailed Description of Specific Information or Records Requested:

I certify that the information reviewed or received will not be used as a mailing or telephone list as prohibited under Idaho Code §74-120.

Requestor's Signature: _____

PLEASE CHECK:

- I request copies of the above listed documents to be delivered
 - electronically mailed faxed in person
- I wish to merely examine the above listed documents or records
- The above listed records pertain to myself

Please note that pursuant to Idaho Code § 74-102(10), we will require payment upfront for public records requests to recover actual labor and copying costs if (a) the request is for more than one hundred (100) pages of paper records; or (b) the actual labor associated with responding to requests for public record in compliance with the Public Records Act exceeds two (2) person hours. Labor costs may depend on the nature of the request and required redactions.

FOR STAFF USE ONLY		
Notes:		
Documents Copied:	No. of Pages:	Cost of Copies:
CD's/Tapes copied:	No. of CDs/Tapes:	Cost of CDs/Tapes:
No. of Hours Worked:	Cost per Hour:	Cost of Labor:
Letter Sent:		Tax (Except on Labor):
Date Finished:	Staff Providing Information:	Total Cost:

Information Received By:	Date:
--------------------------	-------

AFTER REQUEST IS COMPLETED, RETURN ORIGINAL SIGNED COPY TO THE BUILDING DEPARTMENT.