



King County
Department of Development
and Environmental Services
900 Oakesdale Avenue Southwest
Renton, WA 98057-5212
206-296-6600 TTY Relay: 711

**Records
Request Form**

For alternate formats, call 206-296-6600.

Date of Request _____ Permit/Plan No. _____

Name _____ Daytime Phone _____ - _____ - _____

Company _____ Mobile Phone _____ - _____ - _____

Mailing Address _____ Fax _____ - _____ - _____

City

State

Zip

Information Requested

Site Address _____

Parcel No. _____

- | | |
|---|--|
| <input type="checkbox"/> Building Plans | <input type="checkbox"/> Rezone |
| <input type="checkbox"/> Site Plans | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Building Permits | <input type="checkbox"/> Formal Plat |
| <input type="checkbox"/> Certificate of Occupancy | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Short Plat | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Mobile Home Title Elimination |

DO NOT WRITE BELOW THIS LINE

FOR STAFF USE ONLY

REEL NO _____	BF _____	EF _____
REEL NO _____	BF _____	EF _____
REEL NO _____	BF _____	EF _____
REEL NO _____	BF _____	EF _____

Total Cost: \$ _____

DDES Copy Charges

FOR STAFF USE ONLY

COPY SIZE	MATERIAL	PER COPY	NUMBER OF COPIES	TOTALS
8.5" x 11"	20# copy paper	4 cents each	_____	_____
8.5" x 14"	20# copy paper	4 cents each	_____	_____
11" x 17"	20# copy paper	5 cents each	_____	_____
18" x 24"	Engineering copy	36 cents each	_____	_____
24" x 36"	Engineering copy	42 cents each	_____	_____
36" x 48"	Engineering copy	49 cents each	_____	_____
18" x 24"	Mylar copy	\$1.34 each	_____	_____
24" x 36"	Mylar copy	\$2.55 each	_____	_____
Color copy	8½ x 11 - 11 x 17	\$5.00 each	_____	_____
Certified copy \$2.00 for first page and \$1.00 for each additional page				_____
Postage				_____
Material subtotal				_____
Total Cost				=====

Check out the DDES Web site at www.kingcounty.gov/permits