



Department of
CITY PLANNING

Office of Buildings
55 Trinity Avenue, Suite 3800
Atlanta, Georgia 30303
Tel: 404.546.1072

Email: openrecords-planningbuildings@atlantaga.gov

OPEN RECORDS REQUEST FORM

Date of Request:			
Address of Property:			<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW

Note: Please type or print – Complete all fields

Submit requests by:

Email	openrecords-planningbuildings@atlantaga.gov Subject line: Open Records Request
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Contact Information:	
Contact Name:	
Company Name:(if applicable)	
Contact Number:	
Contact Email:	

Select any additional documents that you are requesting.			
<input type="checkbox"/> Plans	<input type="checkbox"/> Permits	<input type="checkbox"/> Inspections	<input type="checkbox"/> Certificates of Occupancy

Please list the documents that you are requesting:

PLEASE NOTE:

The City of Atlanta is authorized to impose a reasonable administrative charge of \$18.27 per hour for research efforts that include retrieval, copying, redaction and other administrative services. Additional fees will apply for any copies associated with your inquiry. For walk-in customers, please allow approximately one hour for the retrieval of on-site plans.

PAGE SIZE	COPY FEE
8.5" x 11"	\$0.10 per page
11" x 17"	\$2.00 per page
18" x 24"	\$5.00 per page
24" x 36"	\$7.00 per page
Over 24" x 36"	\$10.00 per page
Certification Fee	\$7.00 for first page; \$1.00 for each additional page