

Record Research Application



Planning & Development
 Building & Permit Services
 99 West 10th Ave.
 Eugene, OR 97401
 www.eugene-or.gov

(541) 682-6806 FAX

(541) 682-5119 TTY

(541) 682-5086 Information

Date Requested:	Map & Tax Lot #:
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Street Address: (One address per request – exact address required.)

Applicant Name:	Contact Phone #:
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Representing:

Mailing address:

SEARCH INFORMATION REQUESTED

For what specific purpose is this information requested:

CHECK ALL THAT APPLY:

All permits and inspection Record History for this address

Copy of Plans

Commercial (Commercial plans are microfilmed after project is completed)

Residential (Residential plans only retained for 2 yrs once project is completed)

I would like to review all material found. Please contact me to schedule an appointment.

Other: _____

FEES FOR SERVICES	PRICE FOR COPIES
<p>There is \$20 minimum, non refundable charge, for the first 45 minutes of research time. If a project is extensive and requires more than 45 minutes, you will be notified. Additional research time is charged in 15 minute increments according to the staff costs required to perform the work. This is normally \$27.50 per hour, unless research is done by a Planner, Plan Examiner or other technical staff, in which per hour rates may be higher.</p>	<p>Regular paper copies from photocopier or LaserJet:</p> <ul style="list-style-type: none"> • 0-5 pages (copies 11"x17" or smaller) Free • 6 + pages (copies 11"x17" or smaller) \$0.25 per page • Oversize Documents \$5.00 per page <p>Color copies or prints \$1.50 per page</p> <p>Microfiche copies \$0.75 per page</p>

Please note: Record searches may take up to or more than two (2) weeks to process. It is possible that no records or documentation for this address may be found and that the microfiche quality may be poor or unreadable. Any materials protected by COPYRIGHT may only be viewed in person.

Please read and sign. I understand that there is a minimum \$20.00 charge for each address request and that there will be additional charge for copies (listed above).

Applicant signature: _____

For additional information on these record research services, contact the Permit & Information Center, 99 W. 10th Ave., Eugene OR 97401. Or call 541-682-5283.



SEARCH RESULTS

RLID:

APTWIN:

FOR CITY USE ONLY

Date Search completed:	By: (Initials)
Customer contacted:	
Fees	
Research fee for first 45 min.	20.00
Additional research time: _____ @ _____/hr	
Copy Charges	
_____ Regular copies @ \$0.25 ea	
_____ Oversize copies @ \$5.00 ea	
_____ Microfiche copies @ \$0.75 ea	
Total Fees Due	\$

CEAPT HISTORY:

MICROFICHE PERMITS: