



MARION COUNTY BUILDING INSPECTION DEPARTMENT

5155 Silverton Rd NE

Salem Oregon 97305

PO Box 14500

SALEM OR 97309-5036

PHONE # (503) 588-5147 FAX # (503) 588-7948

REQUEST FOR EXAMINATION OF PUBLIC RECORDS

DATE: _____

I HEREBY REQUEST EXAMINATION OF FILES or DATA RELATED TO:

(Name)

(Site Address)

Please check one:

- Permit Documents Site Plan
- Inspection Documents Septic Documents

SPECIFIC DOCUMENTS: _____

Name: _____
(Please Print)

Signature: _____

Mailing Address: _____

Area Code/Phone #: _____

Area Code/Fax #: _____

An administrative fee is assessed for research based on the time invested by staff in researching the file and compiling the data. The fee is assessed at \$35.00 per hour.

A minimum fee of \$8.75 is required with this request.

Portions of this file are exempt from disclosure. Yes No

Minimum Fee Required: \$ 8.75 (1/4 hour) Receipt: _____ By: _____

Total # Research Hours: _____ hours @ \$35.00 / hour = \$ _____

Balance Due: \$ _____ Receipt: _____ By: _____

Researched By: _____ Date: _____

Note: Fees are non-refundable. The fees cover the cost of searching for, copying and mailing the information requested. Research performed is not an approval of omissions or oversights by this office.