



Robert Dillon
Building Official

CITY OF NEW HAVEN

Justin Elicker, Mayor

BUILDING DEPARTMENT

200 Orange Street, 5th Floor

New Haven, CT 06510

Phone: (203) 946-8045 Fax: (203) 946-8049

www.newhavenct.gov



Michael Piscitelli
Economic Development
Administrator

Freedom of Information Act

Access shall be granted to applications, files and other documents under the jurisdiction of the Building Official which are identified with reasonable specificity by the individual seeking such material. In accordance with the following, as required under the State of Connecticut's Freedom of Information Act:

- Request for access must be made to the *Building Official* in writing via mail.
Mail To: City of New Haven Building Department
200 Orange St, 5th Floor
New Haven, CT 06510
- The public shall have the right to inspect or copy such records during regular research hours, *Tuesday-Thursday, 1:00-4:30pm.*
- Any denial of the right to inspect or copy records shall be made by the Building Official in writing within (4) business days of such request.
- Any person denied the right to inspect or copy records may appeal within (30) days to the Freedom of Information Commission by filing a notice of appeal with the Commission.
- Fees for any copy made by the Building Department are stated below and copies may not be available same day.
- Research for Open Permits/Zoning and Building Code Violations is considered Open Records Search which has a \$40.00 Research Fee (per address/MBLU #) and may *take up to 2 weeks to process and/or depending on the volume of requests submitted. Results of this request will be emailed.*
Research does not begin until application and payment is received by this office.
- No original files, application or other documents may be removed from the Building Department *under any circumstance.* Electronic copies of permits may be available online via <http://www.citysquared.com>

Request for Information

Under the Freedom of Information Act

Connecticut General Statutes Chapter 14 Sec. 1-240. (Formerly Sec. 1-21k). Penalties. Any person who willfully, knowingly and with intent to do so, destroys, mutilates or otherwise disposes of any public record without the approval required under section 1-18 or unless pursuant to chapter 47 or 87I, or who alters any public record, shall be guilty of a class A misdemeanor and each such occurrence shall constitute a separate offense.

Name: _____

Date: ____/____/____

Phone Number: (____) _____-_____

Email: _____

In accordance with the rules and regulations of the Building Department, a request is hereby made for: **(Check one)**

Open Records Search (\$40.00) Copies (\$0.50 per page)

Certified Copies (\$1.00 per page)

Property Address: _____

Applicant Signature: _____

For Official Use Only

Date Received: ____/____/____

CASH

CHECK # _____

Employees Initials _____

Date Processed: ____/____/____