



BALTIMORE COUNTY, MARYLAND  
 DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS  
 111 W. Chesapeake Avenue, Room 105  
 Towson, Maryland 21204  
 410-887-3353

**PUBLIC INFORMATION ACT (PIA) REQUEST FORM**

**DATE OF REQUEST:** \_\_\_\_\_

**REQUESTER INFORMATION**

Name (First, Mi, Last) \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Category  Attorney  Citizen  Interest Group  
 Consultant  Media  Student  Other

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

*Billing address (if different than above)*

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**PROPERTY/FACILITY FOR WHICH INFORMATION IS REQUESTED**

Facility Name \_\_\_\_\_

Street Address\* \_\_\_\_\_

Subdivision \_\_\_\_\_

Tax Map \_\_\_\_\_ Grid \_\_\_\_\_ Parcel \_\_\_\_\_ Lot # \_\_\_\_\_ Tax ID# \_\_\_\_\_

Case No.: \_\_\_\_\_

**PLEASE NOTE:** Under the Public Information Act, the Department of Permits Approvals and Inspections has 30 (thirty) days to fulfill this request for information. If the request cannot be honored, you will be notified within 10 (ten) days regarding the denial.

\* including suite or apartment number where applicable

**Please check the PAI program from which you are seeking records:**

**\*\*Code Violations (zoning, building, electrical, and plumbing)\*\***

- |   |  |
|---|--|
| <input type="checkbox"/> Building Plans Review            | <input type="checkbox"/> Sediment & Erosion Control Inspections <sup>†</sup>         |
| <input type="checkbox"/> Code Enforcement <sup>†</sup>    | <input type="checkbox"/> Use & Occupancy Permits*                                    |
| <input type="checkbox"/> Development Management           | <input type="checkbox"/> Building Inspections and Permits* <sup>†</sup>              |
| <input type="checkbox"/> Development Plans Review         | <input type="checkbox"/> Electrical Inspections and Permits* <sup>†</sup>            |
| <input type="checkbox"/> Miscellaneous Permits & Licenses | <input type="checkbox"/> Plumbing & Gasfitting Inspections and Permits* <sup>†</sup> |
| <input type="checkbox"/> Real Estate Compliance           |  |
| <input type="checkbox"/> Zoning Review <sup>†</sup>       |  |

**Please specify what information is being requested:**

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- I will pick this information up after being called and notified that it is ready.
- I wish this information to be mailed at my expense.

**FEE INFORMATION:** • Staff time is charged at \$35/h after the first two (2) hours of research. (when more than two hours of research is required, research will not begin until payment is received.)

- Photocopies will be made after payment of \$0.50 per 8 ½ x 11 per sheet is received.
- Copies will be mailed upon receipt of self-addressed postage prepaid envelope.

*\*Copies of the documents below are subject to the following fee schedule:*

Building, Electrical, Plumbing & Gasfitting Inspections and Permits

*Residential:* \$20 per address  
*Commercial:* \$50 per address

Use & Occupancy Permits: \$50 per address

<sup>†</sup> **Insofar as your request is for confirmation of code violations or verification of zoning, this is not a request within the parameters of the Maryland Public Information Act. It is a request for confirmation of certain information.** Be advised that there is a fee for each letter of confirmation: an expedited response, within 10 days from the date of request, is \$500.00 per letter; otherwise the fee is \$150.00 per letter. A check, made payable to Baltimore County, may be mailed to the Department of Permits, Approvals and Inspections, County Office Bldg., Rm 105, 111 West Chesapeake Ave., Towson, Maryland 21204.