

 <p style="text-align: center;"><b>ADMINISTRATIVE ORDER</b></p>	Approved By:	No. 8
	City Manager	<b>Effective Date:</b> 06/26/02
<b>Subject:     DISTRIBUTION OF BUILDING DIVISION RECORDS</b>		

**PURPOSE**

The purpose of this Administrative Order is to clarify procedures in the Building Division of Community Development related to the distribution of building permit records. The Division regularly receives requests for building plans of structures in the City. These plans are requested for a number of reasons through the Freedom of Information Act (FOIA) request process, which requires the release of public documents for appropriate purposes. Since building plans are one of the exempted items under the FOIA regulations, the City of Highland Park is not legally required to provide those documents when requested.

Many of the requests for building plans are received from property owners planning improvements to those properties. In the interest of serving the needs of these property owners, it is the desire of the City of Highland Park and its Community Development Department to release building plans to those owners. To ensure that these plans are distributed with proper attention to the privacy and safety concerns of its residents and businesses, building plans will only be provided to those that can provide proof of ownership for the property.

**POLICY**

The Building Division will release building permit file information in response to requests by the owners of that property under the following conditions:

1. The person making the request must fill out the FOIA request form.
2. The person making the request must provide proof of property ownership in the form of a warranty deed or title policy that clearly shows the address of the property and their ownership.
3. The person making the request must provide photo identification as proof of identity.
4. In the case of a property owned by a corporation, partnership, or other non-private entity, the person making the request must provide proof of their ownership in the company.
5. When the person requesting the building plans is an agent or representative of the owner, they must provide a notarized letter from the owner authorizing review or copying of the building plans.
6. Only copies of paper plans or microfiche will be provided. The Building Division will arrange to have the requested plans copied. The cost of copying will be borne by the person making the request.