



Archive Permit Search Request

Searches from the present to 2001: Where information can be found in our records and transmitted electronically to the applicant. No charge.

Searches which involve records older than 2001: A fee of \$10 per permit found per structure is charged. (Example: If you are requesting to research all permit types (ie. Building, mechanical, electrical, etc.) for an address and multiple permits are found you will be charged for those permits individually.)

Only one building/structure address search per request form.

Photocopying of documents: \$1.00 for the first page and \$.25 for every copy thereafter.

**Extensive searches that require additional staff time will be charged at an hourly rate to be determined by the Building Official.

Requested Address: _____ Zip: _____ Parcel No.: _____
(Indicate a specific building where multiple buildings exist on a parcel)

Date Range of Search (Ex. 1991-2001): _____

Type of Permits: BLD / ELE / PLM / MEC / SON / CO / ROW / Other

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #s: Work: () _____ Home: () _____ Cell: () _____

Nature of Archive Request:

Signature of Applicant: _____

NOTE: The City of Des Moines does not retain floor plans or drawings of any structures beyond the current construction project's completion.

OFFICE STAFF ONLY:	Routing:	Building	Zoning	Engineering
<u>Permit(s) Found:</u>	BLD / ELE / PLM / MEC / SGN / ROW / CO / OTHER	Copies Attached		
Number of Permits Found: _____	X \$10.00 ea.	=	\$ _____	
Copies made: \$1.00 for the first copy & _____	X .25 for all others=	\$ _____		
				Total Due: \$ _____
Form received by: _____	Date: _____			
Search Conductor: _____	Date: _____			

PLEASE CALL THE PERMIT AND DEVELOPMENT CENTER 515-283-4200, IF THERE ARE ANY QUESTIONS REGARDING THIS REQUEST.