



VILLAGE OF PALMETTO BAY  
 9705 E. HIBISCUS STREET  
 PALMETTO BAY, FLORIDA 33157  
 (305) 259-1234 Fax: (305) 259-1290

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 8/22/17  
 NAME: Kelsie Waechter  
 COMPANY: Data Role  
 ADDRESS: 100 W. 5<sup>th</sup> St, Cincinnati, OH 45202  
 PHONE: 970-231-3935 FAX: 513-672-2665  
 EMAIL: Kelsie@datarole.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

\*Please see attached e-mail.

\_\_\_\_\_  
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**FOR USE BY VILLAGE STAFF ONLY**      TRACKING NO.: 2017-188  
 DATE FORWARDED: \_\_\_\_\_      ASSIGNED DEPT: Building  
 DATE REQUEST FILLED: \_\_\_\_\_      NUMBER OF COPIES: \_\_\_\_\_  
 ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_      ESTIMATED COST: \_\_\_\_\_  
 HOW WAS REQUEST FILLED? \_\_\_\_\_  
 IF NOT FILLED, REASON: \_\_\_\_\_  
 BY: \_\_\_\_\_



**Description of Documents Sought:**

I am requesting record of all **building permits** issued, preferably a log/report (residential and commercial) dating back as many years as you have accessible. If there is not an electronic report/log available we are requesting copies of the permit applications if available.

The information we are looking for is... (\*being most important)

- address \*
- work description\*
- issued date \*
- permit number \*
- final date or inspection history
- contractor name
- valuation

In addition to building permit records, I am also requesting an electronic log/report containing **violations** recorded in your jurisdiction, also dating back as many years available. The violations we are looking for are building, code, yard, etc.

Your building inspector may have a spreadsheet that they keep updated with this info in it. I understand this may be an uncommon task and may take longer than the traditional public records request. So I'd like to thank you in advance. This info is greatly appreciated. Our preferred formats are JSON, csv, or excel, but if those are not available we would appreciate any other format including paper copies.

**Signature**           *K. Waechter*           **Date**           8/17/2017          

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**For Office Use Only:**

Initial Response to Requestor Due Date: \_\_\_\_\_

Request Received by (Employee/Department):	Date:	Request Forwarded to (Employee/Department):	Date:

Indicate if the requested was approved or denied:  Approved  Denied

Summary of Response:

\_\_\_\_\_

\_\_\_\_\_

Name and title of responding employee: \_\_\_\_\_

Date returned to FOIA Officer \_\_\_\_\_ Date of response by FOIA Officer \_\_\_\_\_

Manner of response \_\_\_\_\_ Receipt acknowledged \_\_\_\_\_