



## City of Tukwila

Allan Ekberg, Mayor  
Jack Pace, Community Development Director

Attached is the Public Records Request form for **PERMITS AND LAND USE FILES** from the Department of Community Development.  
This form is for records from the Department of Community Development only.

Once completed the form can be submitted by choosing one of the following options:

- Email the completed form as a PDF to [DCDRecordsRequest@TukwilaWA.gov](mailto:DCDRecordsRequest@TukwilaWA.gov)
- Deliver the completed form in person or by mail to:  
*Department of Community Development, Attention: Public Records Requests,  
6300 Southcenter Blvd. Ste 100, Tukwila WA 98188*

A response will be provided in 5 business days (this does not include weekends and State Holidays) to:

1. Make the record(s) available for inspection/review or;
2. Provide an internet address and link on the agency's website to specific records requested or;
3. Acknowledge that the request has been received and provide a reasonable estimate of when the records will be available or;
4. Deny the request and provide a statutory reason as to why the request is being denied.

*Other City of Tukwila Public Records Requests are handled by the City Clerk's Office.  
Please contact the City Clerk's Office at 206 433-1800 or  
[TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov) for assistance.*



# CITY OF TUKWILA REQUEST FOR PUBLIC RECORDS

## Department of Community Development Permits and Land Use Files

**THIS FORM IS FOR PERMITS AND LAND USE FILES ONLY-Return to [DCDRecordsRequest@TukwilaWA.gov](mailto:DCDRecordsRequest@TukwilaWA.gov)**

*Other City of Tukwila Public Records Requests are handled by the City Clerk's Office. Please contact the City Clerk's Office directly at 206 433-1800 or [TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov) for assistance.*

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

*(Please print clearly)*

**MAILING ADDRESS (if documents are to be mailed)**

\_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

### **INFORMATION REGARDING THE RECORDS YOU ARE REQUESTING:**

**Site Address:** \_\_\_\_\_ **OR Parcel number** \_\_\_\_\_

**Original Occupant:** \_\_\_\_\_ **Current Tenant Name:** \_\_\_\_\_

**TO EXPEDITE YOUR REQUEST PLEASE BE AS SPECIFIC AS POSSIBLE REGARDING WHAT DOCUMENTS YOU ARE LOOKING FOR OR NEED COPIES OF:**

**List out specific permit numbers if known:**


\* Plumbing permits/plans prior to April 2006 are kept with King County Records (206 296-6696).

\*\* Electrical permits/plans prior to April 2007 are kept with Labor & Industries (206 835-1000).

**REQUEST FOR PUBLIC RECORDS WILL BE RESPONDED TO/ACKNOWLEDGED WITHIN FIVE WORKING DAYS (RCW 42.17.320).** There will be a \$0.15 cents per page charge for 8 ½ x 11" and 8 ½ x 14 and \$0.30 cents charge for 11" x 17". Oversized items will be assessed additional fees (RCW 42.17.260).

**Payment can be made by check, exact cash, or credit card (MasterCard or Visa only)**

### **FOR OFFICE USE ONLY:**

 **COMPLETE**

**DATE RECEIVED:** \_\_\_\_\_

**STAFF INITIALS:** \_\_\_\_\_