



City of Tukwila

Allan Ekberg, Mayor
Jack Pace, Community Development Director

Attached is the Public Records Requestform 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
- 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.

Please note that most of our permit records are available online at our Digital Records Center and are free to view and download with no charge at:

<http://records.tukwilawa.gov/weblink/1/foi/10154/Row1.aspx>.

This includes:

Land Use/Planning permits from 1972 - 2012
Building permits from 1958 - 2012
Electrical permits from 2007 - 2012
Mechanical permits from 1988 - 2012
Plumbing permits from 2006 - 2012

- * 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).

*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 for assistance.*



CITY OF TUKWILA REQUEST FOR PUBLIC RECORDS

Department of Community Development Permits and Land Use Files

Please email the completed form as a PDF to DCDRecordsRequest@TukwilaWA.gov

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:

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). Scanning of paper files to digital format will be charged \$0.10 per page.

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

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

STAFF INITIALS: _____