



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
 Permitting & Licensing Division
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 (301) 883-5900 ♦ FAX: (301) 883-3851



**MARYLAND PUBLIC INFORMATION ACT
 REQUEST FORM**

SECTION A — REQUEST TO THE COORDINATOR OF RECORDS

Please PRINT all information and provide a daytime telephone number.

I request to review and/or have copies made of the following public record(s) that is possessed and maintained by the Department of Permitting, Inspections and Enforcement.

Case/Activity Number (If Applicable): _____ Number of Copies Requested: _____

Property Address: _____

Information Requested: _____

PLAN ONLY REQUEST(S) — Complete ONLY if Plans Are Signed and Sealed (If Applicable)

Architect/Engineer of Record: _____ Number of Copies Requested: _____

Phone Number: _____

Address: _____

SECTION B — APPLICANT INFORMATION

Name: _____ E-Mail: _____

Company Name (If Applicable): _____

Address: _____

Phone: _____ FAX: _____

Signature: _____ Date: _____

Note: According to M.P.I.A. Law, processing may take up to 30 days.

DEPARTMENTAL USE ONLY (Do NOT Write Below This Line)

SECTION C — DISPOSITION OF REQUEST

Approved Denied — Reason: _____

Activity #: _____ Amount \$: _____ Cash \$: _____ Check #: _____

You may seek judicial review of this response pursuant to Maryland Public Information Act, Title 4 of the General Provisions Article.

Signature of Coordinator _____ Date _____
 For questions, call (301) 883-5913

INSTRUCTIONS

MARYLAND PUBLIC INFORMATION ACT (MPIA) REQUESTS

A MPIA request grants the right to review available records that are disclosable and to obtain copies of those records. It does not require an agency to answer informational questions or to create a record to satisfy a request.

In many instances, an agency will be able to respond to your request immediately. For requests that require searching for public records, it may take longer to respond to your inquiry. Your request to access public information will be handled in a timely manner; however, the State of Maryland allows up to 30 days to respond to your request.

The MPIA allows an agency to charge a "reasonable fee" for copies of records. An agency may also charge a reasonable fee for searching for a public record. This charge may include the time required for locating and reviewing the record. The first two hours of search time are free, but an extensive search may prove time-consuming and, therefore, expensive.

MPIA Requests	Cost
Research for MPIA Requests	First 2 Hours Are Free After First 2 Hours, \$62.00/Hour

RE-STAMPING LOST PLANS

The customer must complete a MPIA Form. Once the plans have been retrieved from archives, a copy will be duplicated and re-stamped. Our records are filed and stored for a period of 5 years from the date of the final inspection or expiration date of the permits.

If you are looking for a copy of the Use and Occupancy Certificate that was issued prior to 1977, please contact the Enforcement Division at (301) 883-6168.

There is a fee for all duplications. The applicant will be notified in advance of the cost before copies are made. The following fee chart will be used.

Documents to Be Duplicated	Cost
Sheets sized 8½" x 11" to 8½" x 14"	.25 Each
Sheets Sized 11" x 17" or Larger	\$5.00 Each
Use and Occupancy Certificates	\$5.00 Each
Duplication of Permits	\$5.00 Each
Inspection History	\$5.00 Each
Census Reports	\$5.00 Each
Re-Stamps (<i>Duplicates of Lost Approved Plans</i>)	\$40.00 Each + \$5.00 per Page
Certified Copies	\$5.00 Each

We thank you in advance for your patience!