

DUE DATE:



**Department of Planning  
Permits and Inspections Division**

**FOIA Request Form**

2875 Sabre Street, Suite 500

Virginia Beach, VA 23452

Phone (757) 385-4211

FAX (757) 385-5777

[www.vbgov.com/buildingpermits](http://www.vbgov.com/buildingpermits)

**Requestor's Information**

First Name

M.I.

Last Name

Street Address/Department

City

State

Zip

Phone

FAX

Email

Are you a resident of Virginia?

Yes

No

Are you a member of the Media?

Yes

No

**Details of FOIA Request**

Date and Time of Request

Received By

Details **AND** Period/Time Frame of Request (include property address, GPIN number, permit number or any other specific information know.):

Mail

FAX

Pick Up

Email



**Department of Planning  
Permits and Inspections Division**

**FOIA Request Rates**

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**Research and Letter Draft**

\*\*\*\*\*If no document copies are requested, research fees only apply.\*\*\*\*\*

Research fee (1 hour minimum) ..... \$15.00 hour

**Duplication Charges**

Black & White Standard Sheet Sizes (Letter, Legal, Ledger) ..... \$0.03 page

Color Standard Sheet Sizes (Letter, Legal, Ledger) ..... \$0.08 page

Plan Sheets (Standard FOIA):

-Size C Sheet (approx. 17" X 22") ..... \$0.52 page

-Size D Sheet (approx. 22" X 34") ..... \$1.02 page

-Size E Sheet (approx. 34" X 44") ..... \$1.54 page

Plan Sheets (City Attorney or Subpoena FOIA\*):

-Size C Sheet (approx. 17" X 22") ..... \$0.78 page

-Size D Sheet (approx. 22" X 34") ..... \$1.53 page

-Size E Sheet (approx. 34" X 44") ..... \$2.31 page

\*additional copies must be filed with City Attorney's Office.

**Certificates of Occupancy**

Refer to Certificates of Occupancy Fee Schedule.