



**THURSTON COUNTY**  
 WASHINGTON  
 SINCE 1852

COUNTY COMMISSIONERS  
 Cathy Wolfe  
 District One  
 Diane Oberquell  
 District Two  
 Robert N. Macleod  
 District Three

**DEVELOPMENT SERVICES DEPARTMENT**  
**PERMIT ASSISTANCE CENTER**

**Request for Public Documents**

DEVELOPMENT SERVICES     ENVIRONMENTAL HEALTH     ROADS DEVELOPMENT REVIEW

Please provide the following information in order for your request for public documents to be processed. There will be a charge to provide copies of the requested documents. The department provides the first 5 copies at no charge. The charge, after the first 5 copies, is \$.15 per 8 1/2 x 11 copy. The department may take up to 5 business days to respond to your request according to RCW 42.56. Copies of tapes are \$1.00 per tape.

**Requested by:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Agency/Business Name: (if appropriate) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Documents Requested: (be specific – you may be asked to clarify your request) If you are requesting copies of documents from a project file, you will be asked to flag the pages/documents you would like copies.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I certify that any list of individuals obtained through this request will not be used for commercial purposes.*

\_\_\_\_\_  
 Signature Date

<b>Staff Use Only</b> (maintain copy of request with invoice)	
<i>Documents to be copied must be attached to request form.</i>	
Number of copies _____	Charge per Copy: Qty _____ x \$.15/copy (no charge for the first 5 paper copies)
Number of Tapes @ \$1.00/tape = _____	Records Copies: (notes &/or summary of documents copied)
Total Charges \$ _____	_____
	_____
_____ Signature (copies prepared by)	_____ Date copies prepared & Date notified requestor