

OFFICE OF THE CITY CLERK

205 S. Willowbrook Avenue

Compton, CA 90220

Phone: (310) 605-5530 Fax: (310) 639-4685

Date of Request: _____

PUBLIC RECORDS REQUEST FORM

Building & Safety Department

Thank you for your interest in public records. Your request will be processed in accordance with the California Public Records Act (Government Code Sections 6250–6268), which allows the City up to 10 calendar days to respond.

Please submit your request through the City's Public Records Request Portal at www.comptoncity.org by selecting City Clerk and then Public Records Request. You may also call the City Clerk's Office at (310) 605-5530 for assistance.

All responses will be provided through Portal. Once you receive notification that your documents are available, **please call (310) 605-5509 at least 24 hours in advance to schedule pickup** (Monday–Thursday).

Cost per copy \$19 first page/ \$1 for each additional page

To assist in processing your request, please complete the following:

1. Property Address: _____

2. Type(s) of Documents Requested: (e.g., permits, plans, drawings, violation notices, inspection reports)

___ All permits

___ Correction Notices

___ Building Permits

___ *Plan Request Policy

___ Electrical Permits

___ Other: _____

___ Mechanical Permits

___ Plumbing Permits

Note: Incomplete or unclear requests may be returned for clarification, which may delay processing.

REQUESTOR INFORMATION

Full Name: _____ Signature: _____

Email Address: _____ Telephone Number: _____