

**REQUEST FOR COPIES**

**REQUEST FOR INSPECTION / COPYING OF BERKELEY  
COUNTY ENGINEERING/BUILDING INSPECTION RECORDS  
PURSUANT TO  
CHAPTER 29B, WEST VIRGINIA CODE  
(FREEDOM OF INFORMATION)**

I, \_\_\_\_\_, request that the following records be:

a) Provided for inspection and/or copying,

or

(Please circle one)

b) Copied for me

(Identify records specifically, using names, permit numbers, dates and locations)

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I understand I will be charged \$.50 per copy, in advance. Any plats will be copied at \$4.50 a sheet. Any over payment will be refunded. Any amounts remaining due will be collected when records are provided. You will be contacted within five (5) working days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number