



Community Development Department
11 English Street
Petaluma, CA 94952
Email: cdd@ci.petaluma.ca.us

Building Division
Phone: (707) 778-4301
Fax: (707) 778-4498
To schedule inspections: (707) 778-4479

Retention Request Form

Date: _____

Name: _____

Address: _____

Home Phone _____ Work Phone _____

Email (if you prefer contact that way): _____

THERE WILL BE A FEE PER PAGE CHARGE IF COPIES ARE NEEDED. IN ORDER TO COPY PLANS, WRITTEN PERMISSION IS NEEDED FROM THE PROFESSIONAL WHO DREW/DESIGNED THE PLANS.

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RESEARCH INFORMATION

Please note: Research may take up to four weeks (depending on staff time availability)****

Site Address _____

Subdivision _____ Lot Number _____

Assessor Parcel No. _____

Specific Information you wish to review: _____

*****Any public records requests requiring extensive research must be filed in writing to the City Clerk's office.**

Retention Request Form

Property Address: _____

Accela: _____

HP: _____

Alchemy: _____

Purged File Jackets: _____

Order box
numbers: _____