



Request for Public Records

Please submit all requests for copies of plan sheets to BuildingAdmins@cityofaspen.com

Name: _____

Email: _____

Phone Number: _____

Mailing Address: _____

Address of Plan Sheets Requested: _____

Permit Number of Plans Sheets Requested: _____

Description of specific sheets/pages/documents requested. List specific plan sheets or document names (example - A102, S201, M101, etc.):

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

* All requested documents shall be printed, electronic copies of documents will not be issued. Plans sheets shall be 11"x17"– cost per sheet is \$.25

The undersigned hereby indemnifies and holds harmless the City of Aspen from any and all claims, demands, causes of actions, damages, and penalties that could arise or result from the City of Aspen’s release to the undersigned of copies of documents related to the address listed below.

Signature

Date Requested

Staff Initials

Date Completed

Allow up to three working days to fulfill this request

Per CRS 24-72-203