



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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www.townofmammothlakes.ca.gov

REQUEST FOR INFORMATION

GOVT. CODE §§ 6250 - 6276.48 : An agency has 10 days to decide if copies will be provided. In "unusual" cases (request is "voluminous," seeks records held off-site, OR requires consultation with other agencies), the agency may, upon written notice to the requesters, give itself an additional 14 days to respond. (§ 6253(c))

DATE: _____

NAME: _____ EMAIL: _____

PHONE#: _____

DOCUMENT/INFO. REQUESTED:

Please provide as much information as possible in order to help us find the requested information:

Street Address: _____

Subdivision: _____ Lot #: _____

Assessor's Parcel #: _____

Building Permit #: _____

Other: _____

Signature

For Official Use Only			
Refer to: ___ Bldg	___ Planning	___ Eng	___ Admin
___ Finance	___ Parks & Rec		
Action Taken			
___ Requested Info. Forwarded	___ Info. Not Available	___ All Available Info. Forwarded	
Date: _____	By: _____		
Fees for Services:			
_____	= \$	_____	
_____ Hours @ _____ Per Hour	= \$	_____	
_____ Copies @ _____ Per Copy	= \$	_____	
Total = \$	_____	Receipt #: _____	