



Planning & Development Department

Public Information Office
611 Walker Street / 6th Floor Houston, TX 77002

FAX (832) 393-6661

Email: Marbet.Alonzo@houston.tx.gov

or use [this website \(GovQA portal\)](#)

Public Information Request Form

Date: _____

I _____, under the Public Information Act request

(Please Print Name Clearly)

the following documents:

PLEASE NOTE: The Planning and Development Department (PD) does not maintain records pertaining to building permits, code violations, flooding, property inspections, or certificates of occupancy. For inquiries regarding these matters, please contact the Houston Public Works Department (HPW). Thank you.

REQUESTOR INFORMATION

Must be filled out completely.

PLEASE PRINT

Customer/Company Name: _____

Address: _____

City _____ St. _____ Zip _____

Phone: _(_____)_____ Fax: _(_____)_____

Email Address (optional): _____

Signature of Requestor: _____ **Date** _____

NOTE: The Planning Department (PD) has 10 working days to respond to your request and will notify you in writing of the anticipated date and time when the requested records will be available along with an estimate of associated costs.