Print Form

City of Phoenix
Phoenix Fire Department
Fire Prevention Division
150 S. 12th Street
Phoenix, AZ 85034
Fax (602) 271-9243

City of Phoenix

Fire Prevention Records Request

Please provide the following information. Failure to supply complete information may result in a delayed response to your request. Payment must be received before records are provided.
Fees: Research fee $29 per address, plus the city of Phoenix copy fee $.19 per page.

Today's Date:		**Requested By:**
Company:		
Phone:	**Fax:**	

Check reports requested:

☐ General Inspections	☐ Hazardous Materials Permits	☐ Other
☐ Certificate of Occupancy	☐ UG / AG Storage Tanks	☐ How Far Back?
☐ Complaints	☐ Environmental Only	☐ Letter Required

Instructions: If addresses are on the same street, put in numerical order, otherwise put streets in alphabetical order.

1. Address				**2. Address**			
Occ. File	Dead File	1987	1997	Occ. File	Dead File	1987	1997
3. Address				**4. Address**			
Occ. File	Dead File	1987	1997	Occ. File	Dead File	1987	1997

Num. of Pages:	Copy Fee:	Research Fee:	Total Due:	1st Notification 2nd Notification

Per Arizona Revised Statute §39-121.03 "Commercial Purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose for which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.

Non-Commercial Usage **Commercial Usage**

Purpose: _____

_____

_____

_____
Requesting Party's Signature

Disclaimer: The City of Phoenix, a municipal corporation, its agents, and employees, have provided the most complete information or documents available and assume no liability for incomplete or inaccurate documents or information.

Phoenix Fire Department

Fire Prevention

Credit Card Payment Form*

* Credit card payments can only be accepted via fax, postal mail or in person.
This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use for Records Requests

Address Researched:

Company Requesting Research:

What are you paying for?: Records, Job Name, Event, or Permit Number:

Business, Event, or Job Address:

Name of Event (if applicable):

Credit Card Number:	**Expiration Date:**	**Billing Zip:**

Cardholder Name:	**Amount to be Charged:**
Contact Name:	**Phone Number:**

Other Instructions (i.e. fax/email receipt):

Payment is due at the time of application submittal. All fees are non-refundable.

Credit card payments will not be accepted by email or by phone.

Credit Card Payments may be faxed to: 602-495-7429 or submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Phoenix Fire Department
Fire Prevention
150 S. 12th Street
Phoenix, AZ 85034
Questions call: 602-262-1699 or online at www.phoenix.gov/fire/prevention

Please note: This form will be destroyed once payment has been processed.

Guidelines to Obtaining Fire Prevention Records

In order to fill a records request for Fire Prevention the following criteria must be met:

- Please ensure that you provide the complete address.
- If a range of addresses are requested please list each separately. A separate document may be submitted.
- A postal address is required for search. Parcel numbers cannot be researched.
- Submit request form, in person, via fax or by mail.

Please note:
Per the Fire Marshal outstanding code violations that have not been resolve will not be released. The occupancy and use of the site or building determine the code requirements. The physical condition of the site or building is not information available from the Fire Department.

Fees - per City Ordinance S-36997
Fire Inspection Records Requests: $29.00 per address
City standard copy fee: $.19 per page

- If the address is not in our records there is no fee
- If the address is found $29 per address
- If any records are found specific to your request: $29 plus $.19 per page
- Requests requiring letters will automatically be charged a $29 fee

Staff will contact you directly when the search is complete and advise you if records are found and what the fee will be. Requests will not be released without payment.

Payment will be accepted by cash, charge or check made to the City of Phoenix. Credit card payments will only be accepted in person, via fax or postal mail.

For additional information contact Fire Prevention.

www.phoenix.gov/fire/prevention

ORDINANCE S-36997

AN ORDINANCE AUTHORIZING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO IMPLEMENT FEES FOR PUBLIC RECORDS REQUESTS IN THE PHOENIX FIRE DEPARTMENT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PHOENIX as follows:

SECTION 1. That the City Manager or the City Manager's designee, is authorized to implement fees for public records requests in the Phoenix Fire Department as follows:

- Photocopies for non-commercial use: City standard copy fee, $.19 per page.

- Photocopies for commercial use – $29.00 per request plus the City standard copy fee, $.19 per page.

- Other media - audio tapes $2.75, photo CD $4.00, video tapes $29.00, photograph prints $.50 each, and 911 audio CD $16.50.

PASSED by the Council of the City of Phoenix this 5th day of May, 2010.

MAYOR

ATTEST:

City Clerk

CITY CLERK DEPT.
2010 APR 30 PM 2:15

APPROVED AS TO FORM:

_____ Acting City Attorney MLW

REVIEWED BY:

_____ City Manager

MLW:amt; 859073v1 (CM 57) (Item 43) – 5/5/10