



City of Atlanta
Office of Buildings
 55 Trinity Avenue, Suite 3900
 Atlanta, Georgia 30303
 Phone: 404-330-6150

REQUEST FOR INFORMATION

Date of Request: ____/____/____

Requesters Name

Contact Number

Email Address

Address of Property

Company you are representing (if applicable)

PLANS

- ___ Building Plans
- ___ Mechanical Plans
- ___ Electrical Plans
- ___ Plumbing Plans
- ___ Arborist Plans

PERMITS

- ___ Building Permits
- ___ Mechanical Permits
- ___ Electrical Permits
- ___ Plumbing Permits
- ___ Arborist Permits

INSPECTIONS

- ___ Building Inspections
- ___ Mechanical Inspections
- ___ Electrical Inspections
- ___ Plumbing Inspections
- ___ Arborist Inspections

CERTIFICATE OF OCCUPANCY

___ Certificate of Occupancy

FOR OFFICE USE ONLY

___/___/___ Receipt

___/___/___ Acknowledge

___/___/___ Delivered

Information Source:

___ Accela

___ Archive

___ KIVA

___ Microfiche

Comments: _____