

Town of Jerusalem
Building Permit and Zoning Research Application

1. Property Information

Property Address:

Tax Map:

Property Owner:

Mailing Address:

Phone Number:

Email:

2. Requestor Information:

Name:

Mailing Address:

Phone Number:

Email:

Relationship to owner:

3. Documents Requested:

(Check all that apply)

Permits

Certificates

Site Plans

Building Plans*

Zoning Applications

Planning Applications

Violations

Other: _____

Requests for floor plans must be authorized by the current property owner utilizing the form provided on page 2.

4. Delivery Method:

Email (PDF)

Pickup

Other: _____

5. Acknowledgement :

A research fee of **\$50** must be paid by cash or check made payable to the Town of Jerusalem prior to the release of any files. This fee includes up to one hour of research, scanning, and email delivery of documents in PDF format. Additional time and fees may be required for large files or archived records. Requests for printed copies will be charged at the current rate established by the Town Clerk, and mailings will incur applicable postage and handling fees.

Please Note: Submission of this request does not guarantee that records exist for the specified property. The Town of Jerusalem will make a reasonable effort to locate any available documentation; however, some records may be incomplete, missing, or unavailable

I acknowledge that fees may apply and agree to pay any applicable charges.

Requestor Signature:

Date:

I, _____, as owner of _____,
(Property owner) (Address)

hereby give _____, authorization to view
(Individual authorized to obtain records)

and copy the entire Building Department records for my property, including interior floor plans.

Date: _____

(Property owner)

Sworn Before me this _____ day of _____ 20____

Notary Public