

DUE DATE:



**Department of Planning
Permits and Inspections Division**

FOIA Request Form

2405 Courthouse Drive, Room 100

Virginia Beach, VA 23456

Phone: (757) 385-4211

Fax (757) 385-5777

Requestor's Information

First Name

M.I.

Last Name

Street Address/Department

City

State

Zip

Phone

Fax

Email

Are you a resident of Virginia? ☐ yes ☐ no

Are you a member of the Media? ☐ yes ☐ no

Details of FOIA Request

Date and Time of Request

Received by:

Details **AND** Period/Time Frame of Request (include property address, GPIN number, permit number or any other specific information known.):

☐ Mail

☐ Fax

☐ Pick Up