



Request for Records

Land Development Services, DPWES
12055 Government Center Parkway, Suite 506
Fairfax, VA 22035
Phone: 703-324-1833, TTY 711
Fax: 703-653-1341

The [Virginia Freedom of Information Act \(VFOIA\)](#) is the state law governing access to public records as defined in the act. VFOIA provides that, with some specific exemptions and exceptions, all public records are open for public inspection. Staff will deliver you the requested documents, if they exist, as quickly as possible and within the context of the law. We are permitted to request reasonable fees not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. Use this form to begin the process.

Records Available:

- Agreements (bond and conservation)
- Building plans
- Building plan review comments
- Complaints (unlicensed contractor, post occupancies, illegal land disturbance and unpermitted work)
- Elevators
- Inspections (building and site)
- Permits
- Sanitary sewer lateral diagrams
- Site plans (landscaping, grading, parking, sidewalks, sewer lines, etc.)
- Site plan reviews (comments and site notes)

Requestor Information:

Request Date: _____ Phone Number: _____

Name: _____

Company: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Fax Number: _____

Virginia Resident: Yes ☐ No ☐

Information Requested:

Property Location: _____

Permit Number: _____ Plan Number: _____

Describe in detail the information you are requesting: