



# Kane County Building Department

76 North Main Street, Kanab, Utah 84741 (435) 644-4985

bldins@kane.utah.gov

## Request for Documents

**Requester's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Description of records including all relevant information: name of person or subject of request, date range of records, address, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I would like to inspect (view) the records
- I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying or research charges as permitted by UCA 63-2-203. I authorize costs up to \$\_\_\_\_\_.

If the requested records are not public, please explain why you believe you are entitled to access.

- I am the subject of the record
- I am the person who provided the information
- I am authorized to have access by the subject of the record or by the person who submitted the information. (Attach Documentation)
- Other. Please explain: \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICIAL USE</b>	
Date received: _____	By: _____
Date fulfilled: _____	
Classification of requested documents:	<input type="checkbox"/> Public <input type="checkbox"/> Controlled
	<input type="checkbox"/> Private <input type="checkbox"/> Protected