

Office of Building Department
Town of Southington, Connecticut

John Smigel
Building Official
(860) 276-6242
Fax (860) 276-6295



John Weichsel
Municipal Center
196 North Main Street
Southington, CT 06489

FREEDOM OF INFORMATION ACT REQUEST FORM

Completed forms may be submitted in person, via facsimile to (860) 276-6295 or mailed to Town of Southington, Attention: Building Department, 196 North Main Street, Southington, CT 06489.

Please note that your request is also a public record, and thus, subject to disclosure.

Part I: Requester Information

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Affiliation (optional): _____
Phone: _____ ext.: _____ Fax: _____
*E-mail: _____

*By providing your e-mail address, you are agreeing to receive official correspondence from the Building Department concerning the subject form. Please remember to check your security setting to be sure you can receive e-mails from "southington.org" addresses. Also, please notify the Building Department if your e-mail address changes.

Part II: Description of Records Being Requested

Property address: _____
Date range of records being requested: _____
Documents being requested (**please be specific**, i.e., permits, receipts, certificates, etc.):

www.southington.org

Acknowledgement date: _____
Anticipated response time: _____
Date completed/Initials: _____

Number of pages: _____
Copy fee amount: \$ _____
Fee Paid: \$ _____