

Office of Building Department

Town of Southington, Connecticut

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Building Official
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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) 628-8669 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: \$ _____