



CITY OF MESQUITE
 10 EAST MESQUITE BLVD
 MESQUITE, NV 89027
 PHONE (702) 346-5295 FAX (702) 346-2908

PUBLIC INFORMATION REQUEST

NAME OF REQUESTOR _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____ FAX NUMBER _____

WHAT IS BEING REQUESTED: (ATTACH ADDITIONAL PAGES IF NEEDED)

DATE REQUESTED _____

DATE COMPLETED _____

REQUESTOR SIGNATURE _____

COST _____

EMPLOYEE SIGNATURE _____

NOTE:

MOST REQUESTS WILL BE COMPLETED WITHIN 5 WORKING DAYS. OTHERS MAY TAKE UP TO 10 WORKING DAYS, DEPENDING ON THE TYPE AND AMOUNT OF INFORMATION REQUESTED.

FEES

CURRENT RECORDS

\$.25 per page (Black & White)
\$.50 per page (Color)

EXTRAORDINARY REQUEST

(Documents which are not readily available)

\$.25 per page + Staff Time (Black & White)
\$.50 per page + Staff Time (Color)

24 x 36 PLANS

\$5.00 per page

STAFF TIME

\$35.00 / hour (1/2 hour minimum)

TAPE/CD DUPLICATIONS

\$5.00 per Tape/CD

G.I.S. RECORDS

(Geographic Information)

Actual Costs

PIR # _____



BUILDING & CAPITAL PROJECTS
Kurt O. Sawyer, Director
10 East Mesquite Blvd.
Mesquite, Nevada 89027
www.mesquitenv.gov

CITY OF MESQUITE

May 1, 2009

TO: BUILDING DEPARTMENT CUSTOMERS
SUBJECT: REQUESTS FOR REGISTERED MATERIAL

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A handwritten signature in blue ink that reads "Kurt O. Sawyer".

Kurt O. Sawyer
Director of Building and Capital Projects