



Attached is the Public Records Request form for **PERMITS AND LAND USE FILES** from the Department of Community Development. This form is for records from the Department of Community Development only.

Once completed the form can be submitted by choosing one of the following options:

- Email the completed form as a PDF to [DCDRecordsRequest@TukwilaWA.gov](mailto:DCDRecordsRequest@TukwilaWA.gov)
- Deliver the completed form in person or by mail to:  
*Department of Community Development, Attention: Public Records Requests, 6300 Southcenter Blvd. Ste 100, Tukwila WA 98188*

A response will be provided in 5 business days (this does not include weekends and State Holidays) to:

1. Make the record(s) available for inspection/review or;
2. Provide an internet address and link on the agency’s website to specific records requested or;
3. Acknowledge that the request has been received and provide a reasonable estimate of when the records will be available
4. Deny the request and provide a statutory reason as to why the request is being denied.

**Please note that most of our permit records are available online at our Digital Records Center and are free to view and download with no charge at:**  
<http://records.tukwilawa.gov/weblink/1/foi/291631/Row1.aspx>.

This includes various types of permits beginning in the following years and updated annually:

Land Use/Planning Permits ..	1972
Building Permits.....	1958
Electrical Permits** .....	2007
Mechanical Permits .....	1988
Plumbing Permits* .....	2006

- \* Plumbing permits/plans prior to April 2006 are kept with King County Records (206 296-6696).
- \*\* Electrical permits/plans prior to April 2007 are kept with Labor & Industries (206 835-1000).

*Other City of Tukwila Public Records Requests are handled by the City Clerk’s Office. Please contact the City Clerk’s Office at 206 433-1800 or [TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov) for assistance.*



# CITY OF TUKWILA REQUEST FOR PUBLIC RECORDS

## Department of Community Development Permits and Land Use Files

Please email the completed form as a PDF to [DCDRecordsRequest@TukwilaWA.gov](mailto:DCDRecordsRequest@TukwilaWA.gov)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

*(Please print clearly)*

MAILING ADDRESS (if documents are to be mailed)

\_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

### INFORMATION REGARDING THE RECORDS YOU ARE REQUESTING:

Site Address: \_\_\_\_\_ OR Parcel number: \_\_\_\_\_

Original Occupant: \_\_\_\_\_ Current Tenant Name: \_\_\_\_\_

TO EXPEDITE YOUR REQUEST PLEASE BE AS SPECIFIC AS POSSIBLE REGARDING WHAT DOCUMENTS YOU ARE  
LOOKING FOR OR NEED COPIES OF:

List out specific permit numbers if known:


**REQUEST FOR PUBLIC RECORDS WILL BE RESPONDED TO/ACKNOWLEDGED WITHIN FIVE WORKING DAYS  
(RCW 42.17.320).**

There will be a \$0.15 cents per page charge for 8 ½ x 11" and 8 ½ x 14 and \$0.30 cents charge for 11" x 17".  
Oversized items will be assessed additional fees (RCW 42.17.260). Scanning of paper files to digital format will  
be charged \$0.10 per page.

**Payment can be made by check, exact cash, or credit card (MasterCard or Visa only)**

**FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_