BUILDING PERMIT
DATA PRACTICES ADVISORY

You are required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you think that those plans have economic value from not being generally available and you wish to maintain their secrecy, please check the box below that is designated “trade secret information” and explain your reasons. If you think that those plans have information that would jeopardize the security of the property if the information was released, please check the box below that is designated “security information” and explain your reasons. Trade secret information and security information are not available to the public. Building plans that contain trade secret information or security information will not be given to the public and will be provided only to government officials who have a need to review them. Other building plans are available to anyone.

To be completed by the applicant:

☐ The building plans have “trade secret information”. Please explain:

☐ The building plans have “security information”. Please explain:

☐ The building plans do not have “trade secret information” or “security information”.

___________________________________
Date

___________________________________
Signature of Permit Applicant