



State of New Jersey
Borough of Paramus
BUILDING-ZONING-PLANNING
GOVERNMENT RECORDS REQUEST FORM

One Jockish Square
Paramus, New Jersey 07652
201-265-2100 ~ Fax: 201-265-5631
Building@paramusborough.org

Records Request
& Tracking Number

BLD- 2509

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Emily MI _____ Last Name Anderson

Company _____

Mailing Address OPPA + Request - 36834-1453 cb 16 @ Request

City _____ State _____ Zip _____ Email oprawachio.com

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ Email _____

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Requestor
Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

Fees: Letter Size @ \$0.05 per page
Legal Size @ \$0.07 per page

Delivery: Delivery / postage fees
additional depending upon
delivery type.

Extras: Extraordinary service fees
dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also please include the type of access requested (copying or inspection), and if data, the medium requested.

A see attached Request
Building Permits for the last 6 months

Municipal Assessment Search/Tax Search are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11 et seq. If the individual seeking this information is not for a certified search, they acknowledge that, access to the items of public record regarding these items are provided and the individual seeking the information is **not** being supplied with certificates as described in N.J.S.A. 54:5-11 et or N.J.S.A. 54:18-5, neither the individual seeking the information nor any third party may make any claim for damages against the Borough.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____

Date _____