

State of New Jersey Standard

Open Public Records Act Request Form

Important Notice

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

Requestor Information – Please Print

First Name

Doris

MI

Last Name

Kobza

E-mail Address

Permit@NJPella.com

Mailing Address

4 Dedrick Place

City

West Caldwell

State

NJ

Zip

07006

Telephone

973-852-6538

FAX

866-396-9931

Preferred Delivery:

Pick Up

US Mail

On-Site Inspect

Fax

E-mail

X

If you are requesting records containing personal information, please 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.

Signature



Date

6/01/2018

Payment Information

Maximum Authorization Cost

\$

10.00

Select Payment Method

Cash

☒ Check

Money Order

Fees:

Letter size pages - \$0.05 per page

Legal size pages - \$0.07 per page

Other materials (CD, DVD, etc) – actual cost of material

Delivery:

Delivery / postage fees additional depending upon delivery type.

Extras:

Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Please provide a Permit Fee Log Detail Report or Permit Activity May 2018
If the municipality cannot separate new construction houses or additions, then I would like a copy of all residential new construction, renovations, additions and alterations permitted.
Copies can be faxed or emailed using the information above.
I can also pick up the information in person if that is preferred.
I realize there may be charges associated with providing this information. Please call me if there are any questions.
I respect your time and appreciate your help.
Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

AGENCY USE ONLY

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OPRA 2018-06-004