



# OPEN RECORDS REQUEST FORM

Department of Community  
and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

Requested address(es) for open records: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred means of receiving records:      In Person      Email      Mail

Requesting	
Permits	Building Plans
Site Plans	Complaint Reports
All of the above/entire history	

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_