



## **BUILDING RECORDS ACCESS**

### **Owner's Verification & Consent Form for the Release of Current Building Permits, Building Plans and Related Records (For use by Owner/Applicant with Other Parties)**

In accordance with the Township's Open Records Policy and to facilitate more controlled and secured access to building information for privately owned buildings, Manheim Township limits access and release of building permit applications, building plans and specifications, inspection reports and similar documents received pertaining to commercial and residential buildings to (a) the verified current building or property owners of record, and/or (b) the building permit applicant or permit holder, and when authorized consent is provided by the building or property owner of record, (c) the design professional of record, and/or (d) other third party representative.

Prior to a request to access and/or release the building permit applications received, building plans and specifications and similar records for any building by a third party or design professional of record, the property/building owner of record must verify his/her identity with the Township and complete this consent release form:

#### **CONSENT TO RELEASE by Applicant/Owner of Record:**

Property/Building Owner of Record \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**NOTE: Ownership ID verification provided to Township? (Check) Yes \_\_\_\_\_ No \_\_\_\_\_**

**Property/Building/Location/ID:** \_\_\_\_\_

#### **REQUESTER: (a) the design professional of record, or (b) other third party.**

Name \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By signing below, I voluntarily give consent to Manheim Township's Open Records Officer to permit access and/or release building permit applications received, building plans and specifications, inspection reports and similar documents pertaining to commercial and residential building at the location indicated. Manheim Township will not release building application information, plans and related records to any person or representative without my consent as enumerated herein. I understand that an Open Records Request form may be accepted, but will not be processed for a third party or design professional of record until written consent is given, which is in accordance with the Township's Open Records Policy.

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**AFFIRMATION of Requester Making Request**

By signing below, I certify that the requested information is being accessed or released with the consent of the Owner of Record for the property or building named herein and that I have furnished true and accurate primary documentary proof of my identity (to be attached). I understand the building application information, building plans and specifications and similar documents can be furnished and provided only upon the consent of the owner. I understand that the requested information is being released to you only at the consent of the named person indicated above, and that it may be unlawful to furnish the requested information to any unauthorized person or entity or to be used for any unauthorized purpose. I understand that an Open Records Request form may be accepted, but will not be processed until the consent to release building permit application information, building plans and similar information received is completed and verified, which is in accordance with the Township's Open Records Policy.

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_