



**Robert Walsh**  
Acting Building Official

# CITY OF NEW HAVEN

Justin Elicker, Mayor

## BUILDING DEPARTMENT

200 Orange Street, 5<sup>th</sup> Floor  
New Haven, CT 06510  
Phone: (203) 946-8045 Fax: (203) 946-8049  
[www.newhavenct.gov](http://www.newhavenct.gov)



**Michael Piscitelli**  
Economic Development  
Administrator

## Freedom of Information Act

Access shall be granted to applications, files and other documents under the jurisdiction of the Building Official which are identified with reasonable specificity by the individual seeking such material. In accordance with the following, as required under the State of Connecticut's Freedom of Information Act:

- Request for access must be made to the *Building Official* in writing via mail.  
**Mail To:** City of New Haven Building Department  
200 Orange St, 5<sup>th</sup> Floor  
New Haven, CT 06510
- The public shall have the right to inspect or copy such records during regular research hours, *Tuesday-Thursday, 1:00-4:30pm.*
- Any denial of the right to inspect or copy records shall be made by the Building Official in writing within (4) business days of such request.
- Any person denied the right to inspect or copy records may appeal within (30) days to the Freedom of Information Commission by filing a notice of appeal with the Commission.
- Fees for any copy made by the Building Department are stated below and copies may not be available same day.
- Research for Open Permits/Zoning and Building Code Violations is considered Open Records Search which has a \$40.00 Research Fee (per address) and may *take up to 2 weeks to process and/or depending on the volume of requests submitted.* **Results of this request will be emailed.**  
*Research does not begin until application and payment is received by this office.*
- No original files, application or other documents may be removed from the Building Department *under any circumstance.* Electronic copies of permits may be available online via <http://www.citysquared.com>

### Request for Information

#### Under the Freedom of Information Act

**Connecticut General Statutes Chapter 14 Sec. 1-240. (Formerly Sec. 1-21k). Penalties.** Any person who willfully, knowingly and with intent to do so, destroys, mutilates or otherwise disposes of any public record without the approval required under section 1-18 or unless pursuant to chapter 47 or 87I, or who alters any public record, shall be guilty of a class A misdemeanor and each such occurrence shall constitute a separate offense.

Name: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

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

In accordance with the rules and regulations of the Building Department, request is hereby made for: **(Check one)**

Open Records Search **(\$40.00)**       Copies **(\$0.50 per page)**

Certified Copies **(\$1.00 per page)**

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

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

#### For Official Use Only

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

CASH

CHECK # \_\_\_\_\_

Employees Initials \_\_\_\_\_

Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_