

# BOONE COUNTY BUILDING DEPARTMENT

## Requests for Public Records

1. Persons requesting copies of building permit records must complete a copy of the attached Public Records Request form. Information can not be furnished to you over the telephone.
2. Request form shall be submitted to Official Custodian, LuAnn Bauman, Boone County Building Department, 2950 Washington Street, P.O. Box 960, Burlington, Kentucky 41005 during regular office hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), telephone 859-334-2218, fax 859-334-3137, or you may also email your request to: [lbauman@boonecountyky.org](mailto:lbauman@boonecountyky.org)
3. **A RESEARCH FEE OF \$25.00 PER HOUR (BASED ON QUARTER HOUR INCREMENTS) WILL BE CHARGED FOR PUBLIC RECORDS REQUESTED FOR COMMERCIAL USE.**

<u>Number of Copies</u>	
Up to 7	\$6.25
8-15	\$12.50
16-22	\$18.75
23-30	\$25.00
31-37	\$31.25
38-45	\$37.50
46-52	\$43.75
53-60	\$50.00

**RESEARCH FEES MUST BE RECEIVED BY THIS OFFICE BEFORE YOUR REQUEST WILL BE PROCESSED. Please make checks payable to Boone County Fiscal Court.**

Checks and cash only please - no credit cards accepted.

4. Upon receipt of your request, a determination will be made within three (3) business days regarding approval of the request, and applicant will be notified of the appropriate research fee that will be charged.

If the request is denied, a statement will be provided as to why the records are being excluded and how the Kentucky Open Records Law applies to the record being withheld.

5. **Please be advised that the Building Department does not have jurisdiction or authority over EXISTING buildings not currently under construction, therefore, we can not comment on code violations for these buildings.** Information on fire code violations for existing commercial buildings can be addressed by the local fire jurisdiction in which the property is located.

The Building Department can provide you with permit information from our computer database for projects permitted from 1995 to the present, as well as certificates of occupancy for buildings that have been approved for occupancy. There are no records available for projects built prior to 1995.

6. During onsite inspection, all records shall be re-assembled by the applicant in the order in which the records were originally filed.
7. No person shall remove original copies of public records from this office without the written permission of the Official Custodian.
8. Building plans and specification sheets are considered the property of the owner/architect/engineer of record. These documents will not be photocopied without a written affidavit of approval from the document owner.

**BOONE COUNTY BUILDING DEPARTMENT**

**PUBLIC RECORDS REQUEST**

Date of Request: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

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

**Is the information requested for commercial use?**    Yes \_\_\_\_\_    No \_\_\_\_\_

If so, state the commercial purpose for which the requested information shall be used:  
\_\_\_\_\_  
-

**SPECIFIC RECORDS REQUESTED:**

\_\_\_\_\_

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\_\_\_\_\_

-

\_\_\_\_\_

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*I hereby certify that the above information is true and correct to the best of my knowledge.*

**Signature of Applicant:** \_\_\_\_\_

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**For Building Department Use Only:**  
**Disposition of request:** \_\_\_\_\_

\_\_\_\_\_ **Date**

\_\_\_\_\_ **LuAnn Bauman, Records Custodian**  
**Boone County Building Department**  
**2950 Washington Street, P.O. Box 960**  
**Burlington, Kentucky 41005**  
**Fax: 859-334-3137**  
**Email: [lbauman@boonecountyky.org](mailto:lbauman@boonecountyky.org)**

**FEE CHARGED:** (Billed at a rate of \$25.00 per hour in ¼ hour increments)    Revised: 3/30/07

\_\_\_\_\_ copies @ \_\_\_\_\_ hour(s)    \$\_\_\_\_\_ paid (check / cash)

