

City of Fairfax Fire Department
 Office of Code Administration
 10455 Armstrong St #208
 Fairfax, VA 22030
 703-385-7830
 fax: 703-385-9265

Freedom of Information Request

Dear Mr. Wilson,

Under the Freedom of Information Act, I request a copy of:

in the City of Fairfax, VA. I am willing to pay fees for this request, up to a maximum of { _____ }. If you estimate that the fees will exceed this limit, please inform me first. (Fees will be based on the cost of research and duplication-see fee schedule below.) {If I am asking for copies of plans, I understand that I cannot use these plans for commercial or construction purposes. I understand that payment is due at the time I pick up the plans. }

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Signature: _____ Date: _____

Fee Schedule:

Research & Preparation	\$35/hour		
Copies from microfilm	\$1/page		
Photocopies <10	No cost		
Photocopies 11-25	\$0.25 each		
Photocopies > 25	\$0.15 each		
Copies of plans (sent out)	As billed by outside company		
Full size copies (in house)	\$10.00/page		
Total			

Approved By: _____

Date Researched / Sent Out for Copying: _____

Payment Received _____ Invoice # _____

By _____