



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder St. – Bldg. 8, Shelton, Wa 98584
Phone: (360) 427-9670 ext. 352 ♦ Fax: (360) 427-7798

Date Stamp:

Received by: _____

PUBLIC RECORDS REQUEST FORM

Name	Phone
Address	Fax
City, State, Zip	Email

Parcel No. _____ - _____ - _____ Parcel Address _____

Owner _____ Previous Owner _____

Type of Records: Building Department Records Planning Department Records

Record(s) requested: Please describe a specific identifiable record. Include document name, number or date if known.

I would like to inspect the record(s) at no charge

I would like a copy of the record(s): Mailed Faxed Emailed (if available in electronic format) Picked up

Please allow 5 business days for a response to your request. RCW 42.56.520

I agree to pay all copy charges pursuant to Mason County's fee schedule. RCW 42.56.120

I certify the information obtained through this request will not be used for commercial purposes. RCW 42.56.070(9)

Requestor Signature _____ Date _____

<input type="checkbox"/> 5-Day response Date: _____			OFFICIAL USE ONLY		
<input type="checkbox"/> Scanned Records <input type="checkbox"/> Tidemark Files <input type="checkbox"/> Meeting Notes			Search Criteria Used <input type="checkbox"/> Parcel Files <input type="checkbox"/> Email Search <input type="checkbox"/> Plan Vault		
			<input type="checkbox"/> Permit Center <input type="checkbox"/> Planning Dept. <input type="checkbox"/> County Archives		
Request Closed - By: _____			Date: _____		
Records were: <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Emailed <input type="checkbox"/> Picked up			Fees Due \$ _____		
Notes _____					

Make checks payable to the Mason County Treasurer