

# COUNTY OF SUMMIT, OHIO

Ilene Shapiro, Executive

Building Standards Division · [publicrecords@summitoh.net](mailto:publicrecords@summitoh.net)  
1030 East Tallmadge Avenue · Akron, Ohio 44310 · 330.630.7280 · fax 330.630.7296

Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

## Request to Copy and/or Review Documents

Voluntary – You are not required to complete this form however, it is requested in order to provide you with the documents accurately and promptly.

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

City / Township / Village: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please list all documents you wish to review and/or copy regarding the above listed project address:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

(Use the back of form if additional space is required)

If the requested documents are not readily available, indicate alternate method of delivery:

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Pick-up  US Mailing Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Note: Pre-payment is required for all copying and postage fees.**