CITY OF KNOXVILLE



Document Request Form

LOCATION	APPLICANT INFORMATION
Business Name	Name
Street Address	Street Address
City, State, Zip	City, State, Zip
Subdivision/Shopping Center	Phone Number
CLT Zoning District	Email
SELECT REASON FOR REQUEST	OFFICE USE ONLY:
☐ Beer Board	MS #
☐ Building Letter (C.O., C.C., Violations) \$50 Per Address **	IC#
☐ Zoning Letter (Explain Below) \$50 Per Address ***	Bidg Insp
Other (Explain Below): B&W 15¢ per Page / Color 50¢ per Page	
PROPERTY USE DETAILS	
**If Building Letter was issued prior to 2000, please provide a date range. Info beyond 1988 may not be accessible.	
*** If Zoning Letter, please provide proposed use of the property.	
Fees for the Building & Zoning Letter are for one hour of research. If your request requires more than one hour, there will be an additional	
fee of \$50 per hour. Our staff will reach out to you prior to charging for the additional fee.	
APPLICANT'S SIGNATURE	DATE