

FREEDOM OF INFORMATION REQUEST FORM
COPY - ELEVATION CERTIFICATE

DATE: _____

(Please Print)

Name (Mr., Mrs., Ms.): _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Telephone #: _____

Under the Freedom of Information Act (FOIA), I am requesting a copy of the following Elevation Certificate:

Address: _____

Tax Map Number: _____

Has any repairs, improvements or additions occurred to this site? _____

If so, explain when and what: _____

Signature: _____

Freedom of Information Act Request

The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. Toward this end, provisions of this chapter must be construed so as to make it possible for citizens, or their representatives, to learn and report fully the activities of their public officials at a minimum cost or delay to the persons seeking access to public documents or meetings.

Persons requesting information pursuant to the S.C. Freedom of Information Act from Greenville County Government may use the form below to obtain information. In order to obtain information you must be able to provide: (1) a reasonable description of the public records you are seeking and (2) the name of the department who you believe is responsible for keeping those records.

Greenville County charges a fee for the cost of searching and/or making copies of records.

When you have completed and submitted the form, you will receive an e-mail/reply stating that we have received your request and a written response will be mailed to you within 15 working days from the date the request was received.