



RECORD SEARCH APPLICATION

Date Requested:	Map & Tax Lot #:
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Street Address: (One address per request – exact address required.)

Applicant Name:	Contact Phone #:
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Representing:	Email Address:
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Record searches may take up to two (2) weeks to process. It is possible that no records or documentation for this address may be found and that microfiche quality may be poor or unreadable.

SEARCH INFORMATION REQUESTED

Commercial _____ _____ All permits and inspection history _____ Copies of plans* _____ Other _____ _____ _____	Residential _____ _____ All permits and inspection history _____ Copies of plans* _____ Other _____ _____ _____
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***If you would like copies of the plans, you will be required to submit a REQUEST FOR REPRODUCTION OF COPYRIGHTED MATERIALS form.**

FEES FOR SERVICES	PRICE FOR COPIES
<ul style="list-style-type: none"> \$20.00 minimum, non-refundable charge for the first 45 minutes If additional research time is required, the customer will be notified and charged \$27.50 per hour. 	Regular paper copies from photocopier or LaserJet: <ul style="list-style-type: none"> 0-5 pages (copies 11"x17" or smaller) Free 6 + pages (copies 11"x17" or smaller) \$0.25 per page Oversize Documents \$5.00 per page Color copies or prints \$1.50 per page Microfiche copies \$0.75 per page

Please read and sign. I understand that there is a minimum \$20.00 charge for each address request and that there will be additional charge for copies (listed above).

Applicant signature: _____

For additional information on these record research services, contact Inspection Support at inspectionssupport@ci.eugene.or.us or 541-682-5283.

Completed application should be sent to inspectionssupport@ci.eugene.or.us.



REQUEST FOR REPRODUCTION OF COPYRIGHTED MATERIALS

Name: _____

Address: _____

Phone: _____

Email: _____

Property: _____

Permit: _____

Description of Materials: _____

Please check all that apply:

I have been granted copying privileges by the copyright owner or architect

Name of owner or architect: _____

I am not required to obtain a copyright release from the copyright owner or architect because:

I intend to use the copies made for "...purposes such as criticism, comment, news reporting, teaching, scholarship, or research..." as allowed by fair use doctrine. I understand I cannot use these copies for commercial gain.

The materials were created prior to March 1, 1989 and there is no copyright notice on the plans.

The materials were created prior to 1923 and therefore in the public domain.

None of the above applies because my request does not contain any materials protected by copyright law.

Agreement:

I agree to defend, indemnify and hold harmless the City of Eugene, its officers, employees and agents from any and all claims, actions, damages and liabilities arising or related to any copyright violation claim(s) made against the City as a result of the reproduction of any materials identified in the copy request.

By signing below, I verify that I have read and understand all terms set forth herein

Signature _____