



## **JACKSON COUNTY PERMITTING & CODE ENFORCEMENT Records Request Form**

*Sylva Office: 538 Scotts Creek Road, Suite 205, Phone: 828-586-7560 / Fax: 828-586-7563*

*Cashiers Office: 357 Frank Allen Road, Phone: 828-745-6850 / Fax: 828-745-6867*

Please complete the form below to request information and/or copies of any files from our department. Our department manages files for Building Code, Erosion Control, and Floodplain permitting, any other queries should be made to the appropriate department. Records requests will be completed in the order in which they are received, as time allows.

Parcel Identification Number (PIN): \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Property Info (Development, Lot Number): \_\_\_\_\_

Owner at time of Construction (if known): \_\_\_\_\_

General Contractor (if known): \_\_\_\_\_

Information Requested:

☐ Building Permit Records

☐ Erosion Control Records

☐ Documented Complaints

☐ Only Outstanding/Active Permit Records

☐ Other: \_\_\_\_\_

Format you wish to receive any information:

☐ Digital Copies (via email) \_\_\_\_\_

☐ Printed copies (fees may be required depending on the type information requested)

Our records are maintained per the requirements of NC §132-6 and may be available for inspection by appointment, if necessary. Additionally, our office maintains all documents based on the State Records Retention & Disposition Schedule for County Management, Standard 5: Code Enforcement and Inspection Records, so copies of some documents may not be available depending on the age of the document; relevant pages of this retention schedule are also available upon request.

*You may submit your completed form to our office in person, by fax, or e-mail to [jcpermitcenter@jacksonnc.org](mailto:jcpermitcenter@jacksonnc.org), fees may be required.*