



Lexington County Building Inspections Division  
212 South Lake Dr, Ste 401  
Lexington, SC 29072  
Ph. 785-8130 Fax. 785-5186  
www.lex-co.com

FREEDOM OF INFORMATION REQUEST

Per the Freedom of Information Act, I am requesting information and/or copies of documents on the following property/properties:

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

What type of documentation are you looking for? ( i.e. Cert of Occup; Application, Permits?) \_\_\_\_\_

TMS # (if available): \_\_\_\_\_

Any other information that would be helpful to our search (possible dates, years, names):

\_\_\_\_\_  
\_\_\_\_\_

Your Signature \_\_\_\_\_ Print Your Name \_\_\_\_\_

How do you want to receive your requested information?

Ph# \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Your request will be submitted to the Building Official's office. We will respond as expeditiously as possible, however some requests do require more research than others. Please allow us to give each request the same careful attention. Thank you.

**For Office Use Only:**

Date Rec'd: \_\_\_\_\_

Comments/Notes/Instructions: \_\_\_\_\_

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