



**Pima County
Development Services Department**

Building Safety Administration
201 N. Stone Avenue, 1st Floor
Tucson, Arizona 85701-1207
Email: BuildingSafetyAdmin@Pima.Gov

**REQUEST FOR SEPTIC OR BUILDING RECORDS
INFORMATION SEARCH**

This Request may be sent to BuildingSafetyAdmin@Pima.Gov or mailed to the address provided above. It is the responsibility of the applicant to provide the correct address at the time of request.

Fees: Septic Record Searches are \$25.00 per address.
There is a \$0.25 per page fee for copies made.

*****PLEASE BE ADVISED RESIDENTIAL PLANS OVER 3 YEARS MAY
NOT BE AVAILABLE DUE TO THE STATE RETENTION SCHEDULE*****

Date: _____

Information Requesting: Septic Residential Commercial

Contact Name: _____

Contact Phone Number: _____

Requested Address or Parcel Number: _____

Please provide a contact phone number if you plan to pay over the phone with a credit card. If mailing in a check please make check payable to 'Pima County Treasure'.

Residential/Septic record searches take up to two days for completions. Commercial Record searches take up to five business days. Please provide a fax number or email address to return records to.

Fax Number: _____ Email Address: _____

Customer Signature: _____

Please note some permit information may be obtained at Development Services' website at www.pimaxpress.com