



**CITY OF MILLBRAE  
COMMUNITY DEVELOPMENT DEPARTMENT  
621 Magnolia Ave., Millbrae, CA 94030 (650) 259-2341**

**REQUEST FOR COPIES OF DOCUMENTS -OTHER THAN PLAN PAGES**

The Community Development Department is a small staff with a large workload. Among the many inquiries we receive on a daily basis are frequent requests for copies of permits and other documents from our files. Copies of building plans require a separate form. We understand that your request is important and we will accommodate you as quickly as we can. However, it is usually not possible to provide you with the copies you need over the counter at the time you make a request, typically because of the large size and / or number of pages involved. Therefore we have created this form to log your request and prepare your copies.

Please write your name and telephone number in the spaces provided on the back side. We will call as soon as your copy request is complete. Most requests can be processed within 48 hours. Requests for copies from large number of documents or from oversize originals will require additional time.

**Charges and Fees for this Service**

**Copying Charges**

8 ½" x 11" to 11" x 17" are .25 cents per page.

Copies over 11" x 17" are charges on a case by case basis.

In addition to the copying charges for documents over 11" x 17" a Documentation Imaging Fee will be charged to each request. This charge is to help enable the Community Development Department to preserve these types of documents in an electronic version.

**Document Imaging Charges**

8 ½" x 11" and 8 ½" x 14" will be charged \$9.00 for every (5) five pages or portion thereof.

11" x 17" will be charged at \$9.00 per page

All other sizes will be charged at \$15.00 per page.

**Service Charges and Mailing Costs**

If copies are to be mailed there is a service charge of \$6.00 plus the cost of postage.

Charges and Fees due at the time of pick up or mailing.

Thank You for your patience and cooperation.

**Please complete the back side of this request in order for your request to be processed.  
Incomplete information will delay this request.**

**PLEASE PRINT ALL INFORMATION**

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

Requestor Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Description of Request: \_\_\_\_\_

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

**FEES AND CHARGES WORKSHEET**

<b>Copies 1101-0520-370980-000</b>	<b># of Copies</b>	<b>Charge</b>	<b>Total</b>
8 ½" x 11" to 11" x 17"		\$0.25 Per Page	
Other Sizes		Actual Cost	
<b>Document Imaging Fee 1540-0520-320345-DOC</b>	<b># of Copies</b>	<b>Charge</b>	
8 ½" x 11" to 8 ½" x 14		\$9.00 / every 5 pages	
11" x 17"		\$9.00 / each page	
Large Format Document Plan Size		\$15.00 per page	
<b>Mailing Costs 1101-0520-370990-000</b>		<b>Charge</b>	
Service Charge		\$6.00 per request	
Postage		Actual Cost	
		<b>Grand Total of Charges</b>	