



Office of Building Department
Town of Prospect, Connecticut
Seth Flynn
Building Official
(203) 758-4461
building@townofprospect.org

FREEDOM OF INFORMATION ACT REQUEST FORM

Completed forms may be submitted in person, via facsimile to (203) 758-4466 or mailed to Town of Prospect, Attention: Building Department, 36 Center Street, Prospect, CT 06712.

Please note that your request is also a public record, and thus, subject to disclosure.

Part 1: Requester Information

Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Affiliation (optional): _____

Phone: _____ Ext: _____ Fax: _____

*E-Mail: _____

Part II: Description of Records Being Requested

Property Address: _____

Date range of records being requested: _____

Documents being requested (**please be specific**, i.e., permits, receipts, certificates, etc.):

www.townofprospect.org

Acknowledgement date: _____

Number of pages: _____

Anticipated response Time: _____

Copy fee amount: \$ _____

Date completed/Initials: _____

Fee Paid: \$ _____