



**CITY OF WHITE PLAINS**  
**DEPARTMENT OF BUILDING**

7-11 South Broadway - Suite 100, White Plains, New York 10601  
Phone: (914) 422 - 1269 \* Fax: (914) 422 - 1471

Reset Form

<http://www.ci.white-plains.ny.us/building/building.htm>

Print Form

**BUILDING FOIL FORM:** *Please complete form and return to the Building Department for processing.*

**TO:** RECORDS ACCESS OFFICER  
WHITE PLAINS BUILDING DEPARTMENT  
7-11 SOUTH BROADWAY-SUITE 100

**DATE:** \_\_\_\_\_ **SBL#** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

- I hereby apply to inspect the following inactive records (Section Block & Lot files).
- I hereby request a search of the following records ( *be specific* ) : \_\_\_\_\_

**State Reason for FOIL Search (Mandatory):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Representing:** \_\_\_\_\_ **Owner :** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**(NOTE: REMOVAL OF ANY RECORDS OR DOCUMENTS IS PROHIBITED BY LAW)**

**FOR AGENCY USE ONLY**

- Approved
- Denied (For the Reason(s) checked below)
- |  |   |
|--|---|
| <input type="checkbox"/> Confidential Disclosures.                                       | <input type="checkbox"/> Record is not Maintained by This Agency. |
| <input type="checkbox"/> Unwarranted Invasion of Person Privacy                          | <input type="checkbox"/> Exempted by Statue Other than the FOIL.  |
| <input type="checkbox"/> Record of Which this Agency is Legal Custodian Cannot be Found. | <input type="checkbox"/> Part of Investigatory Files              |
|  | <input type="checkbox"/> Record not Available Under FOIL.         |

**SIGNATURE / TITLE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FOR RECORD SEARCH**

A search of this Department's records reveals the following at this time:

- Active Permits: \_\_\_\_\_
- Active Violations: \_\_\_\_\_
- No Active Violations:
- Requested Information not found.

Notice: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO: THE APPEALS OFFICER  
Corporation Counsel  
255 Main Street, White Plains, NY 10601

WHO MUST DECIDE THE APPEAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL,

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTE: NO BRIEF CASES, ATTACHE' CASES, FOLDERS, FILES OR ENVELOPES OF ANY KIND SHALL BE BROUGHT INTO THE THE RECORDS FILE OR SEARCH ROOM.**