



COMMUNITY DEVELOPMENT DEPARTMENT COPY FEE SCHEDULE

The following applies to **all** public records requests submitted to the Building Safety Department:

1. For **Commercial** public records requests, a reasonable fee will be determined by staff using the Pricing Computation Worksheet and provided to the customer for approval prior to processing the request.
2. After receipt of your request, you will be notified when the records are available for review or pick-up (5-14 business days). Payment for copies are due at the time of pick up.
3. Payments are accepted in cash, checks, Visa, and MasterCard. If paying by check, please make the check payable to the City of Tempe.

Fees are as follows:

Copies of Records in 8 ½ x 11	\$0.25 per page
Copies of Records in 11 x 17	\$0.25 per page
Copies of Plan Sets	Varies
Digital Records (if available) on CD	Varies