



Land Use Planning Division

1600 SE 190th Ave.
Portland OR 97233
Phone: 503-988-3043
land.use.planning@multco.us
<https://multco.us/landuse/>

DOCUMENT REQUEST FORM

By submitting this request for County staff to retrieve the documents specified for the property(s) listed below, you are responsible for the accuracy of the information submitted. The County may request additional information or clarification for the purpose of expediting the County’s response to the request. There may not be records on file and some records may be exempt from disclosure.

Contact Person: _____	Phone #: _____
Address: _____	
City: _____	State: _____
Zip Code: _____	
Email Address: _____	

DOCUMENT REQUEST INFORMATION	
Property Address: _____	
Alternative Acct. # or Property ID #: _____	
Map Number [Taxlot]: _____	
Document / Record Type	
<input type="checkbox"/> Building Plan Reviews [‘R’ Folder]	<input type="checkbox"/> Index Cards [Referencing Historical Building Permits]
<input type="checkbox"/> Land Use Permits [specific case # or year?] _____	
<input type="checkbox"/> Other [provide a detailed description of your request]: _____	

Preferred Delivery Method:	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Electronic Copy
Notes:	
- Historic zoning maps and most historic zoning ordinances are available at our website.	
- The City of Portland Resource Records counter has access to an indexed version of the building permit microfiche for building permits (and some building plans) from 1950 – 1986.	

STAFF USE ONLY	
Date Request Received: _____	Staff Initials: _____
Date Request Completed: _____	Staff Initials: _____
Comments: _____	