



# ***Town of Sturbridge***

***Department of Inspectional Services***

***Building Code Enforcement***

***Nelson B. Burlingame - Building Commissioner***

***[nburlingame@sturbridge.gov](mailto:nburlingame@sturbridge.gov)***

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## **OPEN RECORDS REQUEST**

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Please fill out this "Open Records Request" form to request public information (PIR). The Town of Sturbridge accepts Open Records Request in any legible format; this form is intended to be a guide to help expedite requests. Per MA Law, we have up to 10 days from receipt of request to provide information.

- Make a copy of the form for your records.
- Please send a completed form via:
  - Mail: Town of Sturbridge, 308 Main Street, Sturbridge, MA 01566
  - Fax: 508.347.8243
  - Email: [cforgit@sturbridge.gov](mailto:cforgit@sturbridge.gov)

Open Records Requests (ORR) a/k/a Public Information Act (PIA) requests should contain the following information:

Please provide the address(es) that you are enquiring about:

\_\_\_\_\_

Indicate the records you are requesting to view (ie: as-built plan, permit application):

\_\_\_\_\_

Please note you may need to enquire with other permitting departments within the Town of Sturbridge (ie: septic plans, plot plans etc)

*Please provide your contact information below. Required fields are marked with an asterisk (\*).*

Name (\*): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Type of Requestor: \_\_\_\_\_

Mailing Address (\*): \_\_\_\_\_

City (\*): \_\_\_\_\_ State (\*): \_\_\_\_\_ Zip Code (\*): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (\*): \_\_\_\_\_

Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_