



**pennsylvania**

OFFICE OF OPEN RECORDS

RTL-440



**Springettsbury Township**

1501 Mt. Zion Road

York, PA 17402

(717) 757-3521 (Phone)

(717) 505-0455 (Fax)

www.springettsbury.com

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 4-13-17

REQUEST SUBMITTED BY:  E-MAIL     U.S. MAIL     FAX     IN-PERSON

NAME OF REQUESTOR: Ariane Nelson

STREET ADDRESS: 42 N French Broad Ave

CITY/STATE/COUNTY (Required): Asheville, NC 28801

TELEPHONE (Optional): [REDACTED]

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

A copy of electronic records (nothing scanned or printed) containing all residential and commercial building, and sub/trade (mechanical, electrical, plumbing, HVAC, etc.) permits issued from January 1, 2000 to present.

DO YOU WANT COPIES?  YES or  NO

DO YOU WANT TO INSPECT THE RECORDS? YES or  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or  NO

RIGHT TO KNOW OFFICER: **ABEGALE GIBB**  
abby.gibb@springettsbury.com

DATE RECEIVED BY THE AGENCY: 4/14/17

AGENCY FIVE (5)-DAY RESPONSE DUE: 4/21/17

*30 Day Response: 5/21/17*

**\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**

Questions: please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us

**Gibb, Abby**

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**From:** Ariane Nelson <[REDACTED]>  
**Sent:** Thursday, April 13, 2017 5:27 PM  
**To:** Gibb, Abby  
**Subject:** RTK Request - Building Permit Records  
**Attachments:** RTKform.pdf

Good Afternoon,

My name is Ariane Nelson with ORDR (Open Records Data Retrieval). I am writing today to submit a request for public records. More specifically, I'm looking for a copy of electronic records (nothing scanned or printed) containing all residential and commercial building and sub/trade (mechanical, electrical, plumbing, HVAC, etc.) permits issued from January 1, 2000 to present.

The information I am seeking would include, but not limited to; permit number, issue date, location, permit type, status and a description of the work done as well as contractor details and valuations.

Many times a permit management software system is used to issue and track permits. Often these systems have generic reports such as Permit History Report, Permit Activity Log, Permit Issued Report, etc. that would contain this information. Other times, IT departments are capable of extracting and exporting this information from the database in use.

If there are any fees associated with this request for electronic information, please provide a detailed invoice before providing any records. Please let me know if have any questions, or if there is someone else I can contact for this information. I thank you in advance for your help and I look forward to hearing back.

--  
Ariane Nelson  
Data Specialist  
Open Records Data Retrieval





COAT OF ARMS OF SPRINGETT PENN  
1701-1731

## SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7856  
www.springettsbury.com  
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908  
Police and Fire Emergencies - Dial 911  
Recreation Office: 717-505-0406

Wastewater Treatment Facility  
3501 North Sherman Street  
717-757-3521 Fax: 717-840-0680

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### TOWNSHIP MANAGER

Benjamin B. Marchant

April 21, 2017

Ariane Nelson  
Open Records Data Retrieval  
42 N French Broad Ave  
Asheville, NC 28801

Re: **RIGHT-TO-KNOW REQUEST – January 1, 2000 – Present Permits**

Dear Ariane,

Thank you for submitting to Springettsbury Township your request for:

“A copy of electronic records (nothing scanned or printed) containing all residential and commercial building, and sub/trade (mechanical, electrical, plumbing, HVAC, etc.) permits issued from January 1, 2000 to present”

Your request is approved and requested records are included with this response.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Abby Gibb  
Right-To-Know Officer

File: Right-to-Know – 440