



**Greenville  
County**

FREEDOM OF INFORMATION REQUEST FORM  
CODE COMPLIANCE DIVISION

DATE: \_\_\_\_\_

(Please Print)

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

**A FOIA is a request for copies of documents in the County's Possession.**

**INFORMATION REQUESTED**

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

**DOCUMENTS YOU ARE REQUESTING COPIES OF:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a public body under the South Carolina Freedom of Information Act, Greenville County may collect fees not to exceed the actual cost of searching for and making copies of requested records.

Request should be mailed or e-mailed to Greenville County Planning and Code Compliance, Attn: Annette C Padgett, 301 University Ridge, Suite 3100-S, Greenville, SC 29601; Telephone (864) 467-7060.  
Email: [codesfoia@greenvillecounty.org](mailto:codesfoia@greenvillecounty.org)

CHARGES WILL APPLY TO ALL FOIA REQUEST

**FOR OFFICE USE ONLY:**  
RESEARCH TIME: \_\_\_\_\_ TOTAL # OF COPIES \_\_\_\_\_  
TOTAL COST: \_\_\_\_\_

**Please note FOIA's are processed in the order received.** Once we are working on your FOIA request, we will reach out with questions, a quote for research and copies or the documents depending on which is appropriate.

**WE DO NOT ANSWER QUESTIONS, COMPLETE FORMS, NOR PROVIDE LISTS ON A FOIA REQUEST.**

**If you are asking questions or requesting a list, complete your FOIA request stating the documents you are requesting copies of and re-submit.**