



City of Holyoke, Department of Codes and Inspections
20 Korean Veterans Plaza, Room 300
Holyoke, MA 01040 Telephone (413) 322-5600 Fax (413) 322-5601

Public Records Request Form Instructions

This form is only to be used to request public records that the Department of Codes and Inspections may have.

Property Address: Please fill out the correct address. This may include multiple numbers such as 144-152. Only the number(s) you fill in this line will be searched for.

Description of Property: Provide a brief description of the property to aid in the search of documents (5-unit apartment). The address may include multiple structures. If the description does not meet what we have on file for the lot we may call for clarification.

Map Block Lot: This is the most accurate way to search for property documents. If you know the Map Block Lot, then it will include all addresses that are associated with the lot within the city. This number sequence will be 000-00-000.

Records Requested: In this area detail the type of documents you are looking to have copies of. Some common requests are Certificates of Occupancy, Letters of Violation, Building Permits (Specify types i.e. Plumbing, Building, Electrical or all). A request can also be made to have “any and all correspondence” related to a certain property. Requests will include a search of both paper documents and digital documents.

Date Range: A date range is needed to search for documents. It is usually one to ten years. Searches beyond the last ten years will take longer and be more extensive but can be done.

