**1.0 Contact Information - Planning**

***(Required – there are no system defaults)***

**Jurisdiction:**

**Submitted by:**

**Date:**

**Report Header Example:**



**Planning Report**

**999-14-000124-PLNG**

**For which Module:** Planning Module

**Address Line 1:**

**Address Line 2:**

**City and Zip:**

**Primary Phone number:**

**Fax number:**

**Additional Phone 1:**        (OPTIONAL - please indicate what phone is for)

**Additional Phone 2:**        (OPTIONAL - please indicate what phone is for)

**Website address:**

**Email address:**        (should not be an individual – appears on all reports such as permit, inspection, etc)

**Signing Official:**        (is Building Official for the Building Module, may differ by module)

**Payment Terms:**        (default payment terms included on fee invoices, ie. due upon receipt, NET 30 days, etc)

**Comments:**