



BUILDING DIVISION

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REQUEST FOR PUBLIC RECORDS

Every effort will be made to retrieve records in a reasonable manner; however, there may be a delay if the request is extensive or requires inactive records to be retrieved from the offsite storage facility.

FBC 107. 4. 2 Approved plans and/or specifications and/or amendments thereto, retained by the Building Official shall become a part of the public records. The Building Official shall notify anyone requesting copies of copyrighted public records that may be violating the Federal Copyright law.

Architectural and engineering plans under seal pursuant to section **481.221** or section **471.025 Florida Statutes**, that are held by a public agency in connection with the transaction of official business are subject to inspection and copying **under section 119.07(1) (a) Florida Statutes**. Per **Florida Statutes 119.07(4) (d)** department may charge a special service charge in addition to the cost of duplication if a request requires extensive use of clerical, supervisory, and/or information technology resources. The charge shall be reasonable and shall be based on the cost of the personnel providing the service. The term "extensive" shall mean any request that requires more than 15 minutes of clerical and/or supervisory assistance to research, locate, review for confidential information copy, refile, and oversee the review, print or any combination of any like activities and/or use of information or technological resources.

Name _____ Phone Number _____

Email Address _____

Address to be searched _____

Check All That Apply

- Open/Expired Permit Search
- Survey
- Lost Card
- Lost Plan
- Original House Plans
(Year house was built) _____

Other Detailed Description: _____

*****Office Use Only*****

Permit # _____ Box # _____ Microfilm # _____

Notes: _____

Amount paid/Date	Date Repro	Date Notified	Picked up by (Print Name)	Signature/Date of pick up