



Environmental Protection and Growth Management Department

BUILDING CODE SERVICES DIVISION

1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-4400 • Broward.org/Building

Request for Building Records

Date of Request: _____

Every effort will be made to retrieve records in a timely and reasonable manner, however, there may be a delay if the request is extensive.

Florida Building Code §106.9.2: Approved plans and/or specifications and/or amendments thereto, retained by the Building Official shall become part of Public Records. The Building Official shall notify anyone requesting copies of copyrighted Public Records that they may be violating the Federal Copyright Law.

This serves as your official notification that you may be in violation of the Federal Copyright Law.

Architectural and engineering plans under Seal pursuant to §481.221, §481.251, or §471.025 Florida Statute (F.S.), that are held by a public agency in connection with the transaction of official business are subject to inspection and copying under §199.07(1) F.S.

Pursuant to §119.07(4)(d) F.S., the agency 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.

Please Note: Architectural/Building plans for residential buildings and single-family residences are retained for 10 anniversary years after issuance of certificate of occupancy. §119.021(3) (2b) F. S.

Fee Schedule					
Research is charged at a minimum rate of \$50 (nonrefundable) per hour, \$30.00 (nonrefundable) and collected in advance. All fees applicable regardless of findings. Please find the attached Credit Card Authorization form. Please return this form and Credit Card Authorization to ELBPDRecordRequests@broward.org					
Microfilm prints	\$1 per sheet				
Photostat copies	First 50 copies up to 8 ½ x 14" no charge, \$.15 each additional copy				
2 sided copies (duplex)	First side \$.15, second side \$.05				
Name			Email		
Phone		FAX		Mobile Phone	
Parcel ID/Folio Number			Address		
City				State	Zip
Subdivision				Lot	Block
Request for	<input type="checkbox"/> Open Permits	<input type="checkbox"/> All Permits	<input type="checkbox"/> Survey	<input type="checkbox"/> Drawings	<input type="checkbox"/> Other
Description					

➡ Please email the this completed form and Credit Card Authorization form to ELBPDRecordRequests@broward.org

OFFICE USE ONLY

Permit #	Box #	Microfilm
Notes		

Clerk Initials _____

Item	Amount	Fees per Page	Total
Research Fee	\$50 per hour (<i>min. 1 hr.</i>)	Research Time	_____
Microfilm Prints	_____	\$1.00	_____
Photostat copies	_____	\$0.50	_____
- <i>additional copies</i>	_____	\$0.15	_____
Two-Sided Copies	_____	\$0.15	_____
- <i>additional copies</i>	_____	\$0.05	_____

Total: \$ _____

For Cashier Validation ONLY **CAT/CODE 4010/4030**



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Credit Card Authorization

Card Information			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Cardholder's Name			
Card #	Expiration Date	Card Verification Code (CVC)	
Billing Address <i>(PO Box not accepted)</i>	City	State	Zip
Phone	Fax		
Fee Description			
<input type="checkbox"/> Auto Body/ Paint / Repair <input type="checkbox"/> Chauffeur <input type="checkbox"/> Child Care Food Service Licensing <input type="checkbox"/> Contractor Licensing <input type="checkbox"/> Domestic Wastewater License <input type="checkbox"/> Elevator <input type="checkbox"/> Environmental Resource License <input type="checkbox"/> Hazardous Material Management Facility License <input type="checkbox"/> Kosher Food <input type="checkbox"/> Manatee Protection Slip Fees <input type="checkbox"/> Mover <input type="checkbox"/> Non-Domestic Wastewater License <input type="checkbox"/> Permitting <input type="checkbox"/> Property Foreclosure Certification <input type="checkbox"/> Property Foreclosure Registration <input type="checkbox"/> Solid Waste Management Facility License <input type="checkbox"/> Surface Water Management License <input type="checkbox"/> Towing <input type="checkbox"/> Tree Removal License <input type="checkbox"/> Tree Trimmer Licensing <input type="checkbox"/> Vehicle for Hire <input type="checkbox"/> Waste Transporter License <input type="checkbox"/> Zoning	License, Permit or Application #		
	Applicant, Facility or Project Name		
	Facility or Project Location		
	Building Records <input type="checkbox"/> Research <input type="checkbox"/> Copies		
	Re-inspection(s) <input type="checkbox"/> Electrical <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Zoning		
	(a) Elevator or Escalator BCID #		
	(b) Elevator or Escalator BCID #		
	(c) Elevator or Escalator BCID #		
	Notes/Other		

I authorize Broward County to charge _____ to my credit card account, plus

Signature

Date

**FAX this completed authorization form to 954-765-4362.
 Do not upload this document to the ePermitting portal**