



ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT

**BUILDING CODE SERVICES | BUILDING CODE VIOLATION AND PROPERTY RESEARCH**

2307 West Broward Boulevard, Suite 300 | Fort Lauderdale, FL 33312 • 954-765-4400 Ext. 9861 • [BCSLienSearch@broward.org](mailto:BCSLienSearch@broward.org)

Dear Customer:

All Building Code Violation and Property Research requests are required to be in writing using the provided research request form and the research fee received prior to the research commencement. Please find the attached Property and Building Code Violation Research Request form for Building Code Services (BCS) and the Credit Card Authorization form.

These searches are limited to **ONLY**: Broward County (Unincorporated) building permits, Broward County Building Code Services building code violations, and liens for properties for which BCS has or no longer has jurisdiction.

***Not within our jurisdiction:***

For locations for which Broward County Building Permitting no longer has jurisdiction, the permitting requirements for the municipality holding jurisdiction, must be fulfilled prior to our agency closing out the permit. Authorized personnel from the city will inform our Building Official if our permit should be closed.

If you choose to pay by credit card, the authorized cardholder must sign the authorization form and indicate an amount to be charged. For your convenience these forms can be returned by fax or e-mail.

Search fee(s) are listed on the research request form. Please allow 5-7 business days for a reply by email or fax. Research request and credit card payments should be emailed to [BCSLienSearch@broward.org](mailto:BCSLienSearch@broward.org).

Checks or money orders must be payable to: "Broward County Board of Commissioners" and mail to:

Broward County Building Code Services Division  
Building Code Violation and Property Research  
2307 W. Broward Boulevard, Suite 300  
Fort Lauderdale, Florida 33312

***Note: These forms are specific to BCS Building Code Violation and Property Research and cannot be used for any other requests or payments.***

**Closing out a Permit:**

*Broward County Building Permitting jurisdiction: Additional review by BCS's Building Permitting office is required prior to closing out an open permit for which BCS has jurisdiction. Please contact us at [BCSLienSearch@broward.org](mailto:BCSLienSearch@broward.org).*

*The following are the permit statuses used by our agency.*

Permit Status	Permit Closed?
New	No
Plan Review	No
Expired	No
Reviews Complete	No
Wait for Payment	No
Issued	No
Finalized	Yes
Closed	Yes
Cancelled	Yes

**Lien Satisfaction:**

Please contact Enforcement Administration at 954.765-4400 ext. 9865 to discuss.

For Code Enforcement Section (CES) lien searches that include but are not limited to: Land Clearance Violations & Liens, Zoning Violations & Liens, Junk Property Violations & Liens, Zoning Citations & Liens, **please contact 954.357.9794 or E-MAIL ONLY: [zoningcodeliensearchrequest@broward.org](mailto:zoningcodeliensearchrequest@broward.org)**. The research fee for a Code Compliance Enforcement research is \$60.00

Broward County Board of County Commissioners

[www.broward.org](http://www.broward.org)



BUILDING CODE SERVICES DIVISION | BUILDING CODE VIOLATION AND PROPERTY RESEARCH  
2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 Ext. 9861  
EMAIL: [BCSLienSearch@broward.org](mailto:BCSLienSearch@broward.org)

### **BCSD/Building Code Violation and Property Research Request Form**

**Please Note:** The results provided here are limited to Building Code Services Division (Unincorporated Broward County) ONLY. It is the responsibility of the requestor to follow-up with any agencies where liens may have possibly been filed. Those agencies include but are not limited to the Clerk of Courts and local cities and Zoning Code Lien Search.

#### **Requestor Information**

Date

Name

Mailing Address

City

State

Zip

PHONE

FAX

Email

Requested By

**For Cashier Validation ONLY**

**CAT/CODE 4010/4070**

### **PARCEL INFORMATION**

Folio No.

Property Owner's Name

House No. and Street Location (VL for Vacant Land)

Municipal Jurisdiction (Unincorporated or City)

*County Use Only*

#### **Fees:**

5-7 business day return..... \$50

Payment must be made at time of request: (Credit Card, MO or Check)

Make checks & MO's payable to:

**Broward County Board of Commissioners**

Completed searches will be processed and delivered via email if supplied.

*County Use Only*

**OFFICE USE ONLY**

Paid Check No. / Credit Card:

Date Processed:



Environmental Protection and Growth Management Department

BUILDING CODE SERVICES DIVISION | BUILDING CODE VIOLATION AND PROPERTY RESEARCH

2307 West Broward Boulevard, Suite 300, Fort Lauderdale, Florida 33312 • 954-765-4400 • FAX 954-765-4400 Ext. 9861 • **BCSLienSearch@broward.org**

# FOR OFFICE USE ONLY

**Requestor** \_\_\_\_\_

**Date requested** \_\_\_\_\_

**Parcel ID Number** \_\_\_\_\_

**Address** \_\_\_\_\_

**Property Owner(s) as shown in public records:** \_\_\_\_\_

## Property Search and Building Code Violation Research Results:

**Disclaimer: The results provided here pertain to Unincorporated Broward County ONLY. It is the responsibility of the requestor to follow up with other agencies where liens are possibly filed. Those agencies include but are not limited to the Clerk of Courts, local municipalities, and Zoning Code Lien Search.**

**Researched by** \_\_\_\_\_

Date \_\_\_\_\_



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION**

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • [broward.org/building](http://broward.org/building)

**Print**

## Credit Card Authorization

### Card Information

Visa    MasterCard    Discover    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

- Contractor Licensing
- Building Permitting
- Elevator Permitting
- Elevator Certificate of Operation
- Tree Trimmer Licensing
- Building Code Violation and Property Research
- Records Request

License, Permit or Application #

Applicant, Facility or Project Name

Facility or Project Location

Building Records

Research  Copies

Re-inspection(s)

Electrical  Structural  Mechanical  Plumbing  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