



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION | RECORDS REQUEST**

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 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.

<b>Fee Schedule</b>					
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 <a href="mailto:ELBPDRecordRequests@broward.org">ELBPDRecordRequests@broward.org</a>					
<b>Microfilm prints</b>	\$1 per sheet				
<b>Photostat copies</b>	First 50 copies up to 8 ½ x 14" no charge, \$.15 each additional copy				
<b>2 sided copies (duplex)</b>	First side \$.15, second side \$.05				
Name			Email		
Phone		FAX		Mobile Phone	
Parcel ID/Folio Number			Address		
City				State	Zip
Subdivision				Lot	Block
<b>Request for</b>	<input type="checkbox"/> Open Permits	<input type="checkbox"/> All Permits	<input type="checkbox"/> Survey	<input type="checkbox"/> Drawings	<input type="checkbox"/> Other
<b>Description</b>					

➡ Please email the this completed form and Credit Card Authorization form to [ELBPDRecordRequests@broward.org](mailto: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**