



ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT  
**BUILDING CODE SERVICES DIVISION | BUILDING CODE VIOLATION AND PROPERTY RESEARCH**  
2307 West Broward Boulevard, Suite 300 | Plantation, 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 Division (BCSD) 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 BCSD 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 BCSD 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 BCSD's Building Permitting office is required prior to closing out an open permit for which BCSD has jurisdiction. Please contact us at 954.765.4400 ext. 9861.*

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

<b>Permit Status</b>	<b>Permit Closed?</b>
New	No
Plan Review	No
Expired	No
Reviews Complete	No
Wait for Payment	No
Issued	No
Finalled	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)



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**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.

**For Cashier Validation ONLY**      **CAT/CODE 4010/4070**

**Requestor Information**

Date

Name

Mailing Address

City | State | Zip

PHONE | FAX

Email

Requested By

**PARCEL INFORMATION**

Folio No.

Property Owner's Name

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

Municipal Jurisdiction (Unincorporated or City)

Large empty box for County Use Only

*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.

Large empty box for County Use Only

*County Use Only*

**OFFICE USE ONLY**

Paid Check No. / Credit Card:

Date Processed:





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

Print

## 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"/> Contractor Licensing <input type="checkbox"/> Building Permitting <input type="checkbox"/> Elevator Permitting <input type="checkbox"/> Elevator Certificate of Operation <input type="checkbox"/> Tree Trimmer Licensing <input type="checkbox"/> Building Code Violation and Property Research <input type="checkbox"/> Records Request	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 #		
	<b>Notes/Other</b>		

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**