



**Permit Center**  
**Public Records Request**  
**(Not for jobsite use)**

**REMINDER:** - Building Permit records were not kept by the county until after 1985.  
The county does not keep product specifications needed for building inspections.

All copies provided are **"Best Available."**

**Requests can be faxed to the Permit Center at 386-822-5734**

**Please specify the documents you need:**

Date \_\_\_\_\_

☐ Survey

☐ Application

☐ Building plans

☐ Other \_\_\_\_\_

Authorization to print documents for permit \_\_\_\_\_

Jobsite Address \_\_\_\_\_

12 Digit Parcel Number \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address of Applicant \_\_\_\_\_

Daytime Phone / Cell phone \_\_\_\_\_

Fax \_\_\_\_\_ or email \_\_\_\_\_

**Signature of above Applicant** \_\_\_\_\_

Cost of Public Records Request

Electronic information retrieval \_\_\_\_\_ hours x \$17.67 per hr. \_\_\_\_\_

Compact Disk (CD) \_\_\_\_\_ CD's x \$1.00 per CD \_\_\_\_\_

You will need to bring the CD to a print shop to obtain a set of plans

Paper copies:

Large format (blue print size) plans \_\_\_\_\_ pages x \$2.00 per page \_\_\_\_\_

Ledger size (11x17) plans \_\_\_\_\_ pages x \$ .05 per page \_\_\_\_\_

Other copies \_\_\_\_\_ pages x \$ .05 per page \_\_\_\_\_

**Total due \$** \_\_\_\_\_

**Payment must be in advance of receiving the requested copies.**  
**(Approx. 3 days to process request)**