



Growth and Resource Management Public Records Request

Requests may be submitted by email to GRMrecords@volusia.org, by fax to (386) 822-5727, or by mail or in person at 123 W. Indiana Ave., Room 200, DeLand, FL 32720.

List of record(s) to be copied below:
(i.e., survey, building plans, permit, case file, etc.)

1. _____
2. _____

Subject or address of file(s) or record(s):

(Note: 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 are "Best Available.")

1. _____
2. _____

Time period (if applicable): From: _____ (MM,DD,YY) To: _____ (MM,DD,YY)

Preferred method of delivery: _____

The contact information below is NOT required:

If you wish to be contacted when the records are available, please include the relevant information:

Name:		
Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		

Cost of Public Records Request

Electronic information retrieval	_____	hours	x \$17.67 per hour	_____
Compact Disk (CD)	_____	CDs	x \$ 1.00 per CD	_____
Standard size (8.5x11) pages	_____	pages	x \$ 0.05 per page	_____
Ledger size (11x17) pages	_____	pages	x \$ 0.05 per page	_____
Large format (24x36) pages	_____	pages	x \$ 2.00 per page	_____
Other copies _____	_____	pages	x \$ 0.05 per page	_____
Total Due				_____

Payment must be made in advance of receiving the requested copies. Requests exceeding \$20.00 must be paid prior to research. Please allow approximately three (3) working days to process request.