



**PLANNING AND DEVELOPMENT SERVICES BUSINESS CENTER**  
**1001 Sarasota Center Blvd, Sarasota, FL 34240**  
**861-6154 or 861-6196**  
**Fax 861-6029**

**RECORDS RETRIEVAL REQUEST**

The Records Office will make copies of requested records for a fee. Payment must be made in the Permit Center. Hours of Operation for the Records Office are 8:00 am to 4:00 pm, except Thursday which is 8:00 am to 3:30 pm. The Permit Center hours are Monday, Tuesday, Wednesday and Friday from 7:30 am to 4:00 pm and Thursday from 7:30 am to 3:30 pm.

Customer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ PID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Year Built: \_\_\_\_\_

Permit #: \_\_\_\_\_ (Single family homes and duplexes may have the permit number located inside the main electrical circuit breaker box)

Requested Information: \_\_\_\_\_ Job Site Dupes (for active permits only)

\_\_\_\_ Site Survey    \_\_\_\_ Spot Survey    \_\_\_\_ Subcontractor Form    \_\_\_\_ Site Plan

\_\_\_\_ Permit Application    \_\_\_\_ Elevation Certificate    \_\_\_\_ NOC    \_\_\_\_ Drainage

\_\_\_\_ Building Plans    Other: \_\_\_\_\_

Pursuant to Section 119.07, Florida Statutes, per page copy fees for these services are:

<u>From LIMS</u>	<u>From Scans</u>	<u>From Originals</u>
8 ½ x 11 = \$1.00	8 ½ x 11 = \$1.00	Up to 8 ½ x 14 = \$0.15
8 ½ x 14 = \$2.00	8 ½ x 14 = \$2.00	11 x 17 = \$2.00
11 x 17 = \$5.00	11 x 17 = \$3.00	Large Plans to 36" = \$4.00
	Large Plans = \$5.00	Large Plans over 36" = \$5.00

Additional \$1.00 per page if "Certified Copy" is required.

Scanned plans emailed for a fee of \$5.00. Scanned plans on CD for a fee of \$10.00.

**In the event extensive use of technology or research is required to fill a request, an additional charge of \$ 17.00 per hour (or fraction thereof) will be assessed.**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date