

Searching County website

If you do not require a written letter, you can do the research yourself by going to the public access portal of the Sarasota County website (you can save this link to your computer to access at any time):

<https://building.scgov.net/PublicPortal/Sarasota/SearchPermits.jsp>

This link takes you to the query area – from here you can enter the address and see if there are any permit issues (you can click on the permit number to obtain additional details i.e. open permits, unpaid fees, etc.). You can also search by Permit Type and Status. A status of “Progressive Enforcement” can mean that there is an active violation on the property or an unpaid billing and you would have to contact our office at celien@scgov.net for further information. A status of “Lien Filed” means that there is a recorded lien and you would have to contact our office at celien@scgov.net for payoff information and how to pay the lien. If we find that a case you are inquiring is for another department, we will provide you with contact information for that department so that you can get all information required to address that matter.

Please note that liens attach to any and all properties owned by an owner so you must search all properties owned by an owner. If found, liens must be paid in full with required fees (with Certified Funds for preparation of release at time of payment) in order for cloud to be lifted from any and all properties owned.

Please note that the Health Department (941/861-6133) and Utilities Department (941/861-0512 // Utilitieslien@scgov.net) do not use this system; if they have liens or unpaid cases, you will have to contact their offices directly. The Utilities Department does require a fee to be paid; you will have to contact them to get this information.

For permits in a status other than closed:

If the letters in the permit number start with B, there may be additional fees associated with these permits; please contact the Building Department at building@scgov.net. Expired permits must be reinstated prior to close out of the permit. The building permit reinstatement fee plus any outstanding fees must be paid to reinstate the permit. Once reinstated, inspections must be scheduled. Any reinstatement and outstanding permit fees are to be paid to the Building Department, **not to Code Enforcement**. Direct all building permit questions to building@scgov.net.

If there is a Property Records Request listed, you will need to contact the Records Department at PermitRecords@scgov.net for details.

If the letters in the permit number start with F, it is a fire permit; you can contact the Building Department to inquire on them. Please note that “FA” permits are the false alarm billings, which is for when the Fire Department is called to an address and it is found to be a false alarm. You can inquire for further details if needed.

If the letters in the permit number have CP, this would be a Resource Protection code case. You would need to contact their office by calling their office at 941/861-0673 for assistance.

If the letters in the permit number start with Z, it is a Zoning case. You can contact the Zoning Department at 941/861-6161 for assistance.

If the letters in the permit number start with CB, CC, CR, CZ or CU, it is a Building, Real Property or Zoning Code Enforcement case and you can contact us with the number for information. You can email us; however, the request will be handled in the same manner as those that require payment but yours would have the case information so there would be no fee required. We require 7/10 business days and would process the request in the order received with the other requests. You would receive a Letter of Verification with information on the case(s).

Please note that some CB and CC cases are now handled by the Building Department staff. If it is determined that the case is being handled by their staff, you would be referred to them for assistance and information.

If you do require written verification, I have attached are the documents explaining how to submit for a Code Enforcement violation/lien search. If we locate a Building Permit that is expired, we will provide information to contact that division for further assistance. Also note that we do not provide information regarding Utility Real Property liens, Health Department liens/fines, Resource Protection liens/fines or any other division.

Our staff have 10 business days from the date payment and request are received in our office (based on staff workload) to research and respond to your request; all requests are done in the order that they are received (no rush service). We will email you the information in the form of a Letter of Verification along with any documentation as well as the paid receipt via email for your records.

There is a \$100.00 fee for each address/PID.

Please note that this is only for Building, Real Property and Zoning Code Enforcement. We do not have information regarding water/sewer, health department, solid waste, Environmental Protection matters or storm-water cases. Please contact these departments at the numbers listed below for that information:

Utilities (water/sewer)	Phone: 941/861-0512 E-fax: 941/861-0591 E-mail: Utilitieslien@scgov.net
Solid Waste	941/861-6795 or 941/861-6758
Environmental Protection	941/861-0673
Health Department	941/861-6133

If you have further questions, please contact us at celien@scgov.net