

PERMIT OR PLANS RESEARCH REQUEST



"Delivering Exceptional Service"

BUILDING CONSTRUCTION DIVISION
 18400 Murdock Circle
 Port Charlotte FL 33948
 Phone: 941.743.1201
 Fax: 941.764.4907

BuildingConstruction@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

Official Use Only

Date Received: _____

By: _____

Date Entered: _____

*****PLEASE ALLOW 5 TO 7 BUSINESS DAYS FOR PROCESSING*****

Requestor Name: _____ Date: _____

Requestor Address: _____

Requestor Phone: _____ Email: _____

Requestor Signature: _____ Contact Hours: From: _____ To: _____

Permit Number: _____ Parcel ID Number: _____

Property Address: _____

Building Number: _____ Suite/Unit Number: _____

Original Owner Name: _____

Type Construction (please check box or circle): Residential Commercial Multifamily

Type Information Requested (please check box(s) or circle all that apply):

View File Only Copy of Entire File Copy of Plans Only Copy on Thumb Drive

Other: _____

Pricing		
<input type="checkbox"/> More than 100 pages:	Thumb Drive	\$ 5 plus \$1/page
<input type="checkbox"/> Blueprint Reproduction:	Per Page/Sheet	\$ 1
<input type="checkbox"/> Thumb Drive:	Per Drive	\$ 5
Total Cost		\$

Office Use Only	
Prepared By: _____	Date <input type="checkbox"/> Faxed or <input type="checkbox"/> Emailed to Records Department: _____
Sent to Customer By: _____	Date Sent: _____
Signature: _____	