



Community Development

Building Division

18400 Murdock Circle, Port Charlotte, FL 33948

Phone: (941) 743-1201 Fax: (941) 764-4907

www.charlottefl.com/bcs

"To exceed expectations in the delivery of public services"

PERMIT RESEARCH REQUEST

Date Submitted: _____

CSR Receiving Request: _____ Phone Number: _____

Name of Requestor: _____

Requestor Address: _____

Signature: _____ Hours to Contact: ____ a.m. ____ p.m.

Permit No.: _____

Street Address: _____

Original Owner: _____

Legal Description: Lot _____ Block _____ Subdivision _____

Type of Construction: _____ Residential _____ Commercial Building # _____

Information Requested: _____ Whole Permit Package

_____ Customer Wants To Look At Plans

_____ Customer Wants Copies of Whole Package

_____ Customer Wants Copies of Only: perm

_____ NEED COPIES OF THE C. O.'s

_____ Customer Wants Copies Of Plans On CD

Other: Needs copies of Shutter information for

Insurance Company

Research Request Fee		\$10.00
Xerox Copies (8 1/2 x 11)	Per Page	\$.15
Xerox Copies (8 1/2 x 11)	2 sided/Per Page	\$.20
Blueprint Reproduction	Per Page	\$ 1.00
Copy of plans on a CD	Per CD	\$25.00

Total Cost

For Office Use Only:

Prepared by: _____ Date Faxed to Records Dept.: _____

Records Dept: _____ Box No.: _____ Found – Date Sent to Murdock Not Found

Sent By: _____ Date Sent: _____

Date Received from Records Dept.: _____

Date Returned to Storage: _____ Signature: _____

Please make check payable to: CCBCC (Charlotte County Board of County Commissioners)