



REQUEST FOR INFORMATION

www.ocfl.net/growth

PLEASE NOTE:

- PLEASE VERIFY THAT THE PROPERTY IS IN UN-INCORPORATED ORANGE COUNTY. WE HAVE NO RECORDS FOR PROPERTIES WITHIN CITY LIMITS.
- RECORDS PRIOR TO 1977 ARE NOT AVAILABLE FOR COMMERCIAL OR RESIDENTIAL STRUCTURES.
- UNDER CURRENT COPYRIGHT LAWS WE ARE UNABLE TO REPRODUCE SOME SETS OF PLANS, THEREFORE UNDER CERTAIN CONDITIONS YOU MUST CONTACT THE ORIGINAL ARCHITECT OR ENGINEER FOR DUPLICATES OF PLANS
- PLEASE BE ADVISED THAT THERE IS A \$40.00 PER HOUR RESEARCH FEE ASSOCIATED WITH YOUR REQUEST AND RETRIEVAL, PLUS COPY FEES. WE WILL NOTIFY YOU OF FEES INVOLVED UPON COMPLETION OF YOUR REQUEST.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. STREET ADDRESS AND/OR PERMIT NUMBER (IF AVAILABLE)

2. INDICATE TYPE OF STRUCTURE (CHECK ONE) RESIDENTIAL_____ COMMERCIAL_____

3. STATE SPECIFIC INFORMATION REQUESTED (CHECK ALL THAT APPLY):

_____ SITE PLAN	_____ SURVEY
_____ CERTIFICATE OF OCCUPANCY	_____ BUILDING PLANS
_____ APPLICATION	_____ OTHER
_____ PERMIT	

4. YEAR STRUCTURE WAS BUILT _____

5. FIFTEEN DIGIT PARCEL ID NUMBER _____ - _____ - _____ - _____ - _____ MAY BE OBTAINED FROM PROPERTY APPRAISER'S OFFICE AT 407-836-5000

6. PLEASE PRINT YOUR NAME, MAILING ADDRESS, DAYTIME PHONE NUMBER AND/OR FAX NUMBER:

7. PLEASE SIGN AND DATE:

SIGNATURE: _____ DATE: _____

COMPLETED REQUESTS WILL BE HELD FOR 90 DAYS.
*****PLEASE DO NOT SEND ANY PAYMENTS IN ADVANCE OF OUR CONTACTING YOU*****

SUBMIT WRITTEN REQUEST TO:

ORANGE COUNTY GROWTH MANAGEMENT DEPARTMENT
FISCAL & ADMINISTRATIVE SERVICES DIVISION
ATTENTION: RESEARCH SECTION
P.O. BOX 2687
ORLANDO, FLORIDA 32802-2687

201 S. ROSALIND AVENUE, 2ND FLOOR
TEL 407-836-5787
FAX 407-836-5791

REQUEST FOR INFORMATION PRICE LIST

RECORDS RESEARCH AND RETRIEVAL PER HOUR	\$40.00
COPY FEE - LARGE SHEETS (24 X 30) PER PAGE	4.00
COPY FEE - LARGE SHEETS (11 X 17) PER PAGE	3.00
COPY FEE - SHEETS (8 ½ X 11) AND (8 ½ X 14) PER PAGE	.15
DOUBLE SIDED SHEETS (8 ½ X 11) AND (8 ½ X 14) PER PAGE	.20
OFFICIAL LETTER FEE (PER ADDRESS)	25.00
LETTER IN LIEU OF OC DOCUMENTS	5.00
CONTRACTORS LIST	25.00
DAILY PERMIT LIST SUBSCRIPTION – PER MONTH	50.00