



# GROWTH MANAGEMENT PUBLIC RECORDS REQUEST FORM

Rev070611

- PLEASE VERIFY THAT THE RECORDS REQUESTED ARE RELATED TO UN-INCORPORATED ORANGE COUNTY. WE HAVE NO RECORDS FOR OTHER JURISDICTIONS.
- PLEASE BE ADVISED THAT THERE IS A PER HOUR RESEARCH AND COPY FEE ASSOCIATED WITH THE PROCESSING OF THE RESEARCH REQUEST. IF WE CANNOT IDENTIFY A RECORD, NO FEE WILL BE ASSESSED.
- YOU WILL BE NOTIFIED OF FEES DUE UPON COMPLETION OF THE RESEARCH.

**(I) PLEASE PROVIDE INFORMATION ABOUT THE TYPE OF RECORDS REQUESTED (FOR PROPERTY RECORDS SEE (II) BELOW):**

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**(II) IF RECORDS REQUESTED ARE PROPERTY RELATED PLEASE SEE THE FOLLOWING:**

- RECORDS PRIOR TO 1977 ARE NOT AVAILABLE FOR COMMERCIAL OR RESIDENTIAL STRUCTURES

**PLEASE PROVIDE THE FOLLOWING:**

1. STREET ADDRESS (ALSO PERMIT NUMBER IF AVAILABLE):

NUMBER:	STREET NAME:	TYPE:
CITY:	STATE	ZIP CODE:

2. PLEASE SPECIFY INFORMATION REQUESTED

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

OTHER (PLEASE SPECIFY):

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3. FIFTEEN DIGIT PARCEL ID NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(CAN BE OBTAINED BY CALLING PROPERTY APPRAISER'S OFFICE @ 407-836-5000 OR WWW.OCPAFL.ORG).

**CONTACT INFORMATION: (HOW MAY WE CONTACT YOU ONCE THE RESEARCH IS COMPLETED?)**

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**DEPARTMENT USE ONLY:**

DATE RESEARCH COMPLETED \_\_\_\_\_ RESEARCH REQUEST NUMBER \_\_\_\_\_

TOTAL HOURS \_\_\_\_\_

TOTAL AMOUNT OF FEES \_\_\_\_\_

INITIALS OF PERSON UPDATING LOG \_\_\_\_\_

## **REQUEST FOR INFORMATION FEES**

<b>Records Research and Retrieval per Hour, no written response required</b>	<b>\$40.00</b>
<b>Records Research and Retrieval per Hour, written response required</b>	<b>\$60.00</b>
<b>Copy Fee —Large Sheets (24 X 30) per Page</b>	<b>\$4.00</b>
<b>Copy Fee —Large Sheets (11 X 17) per Page</b>	<b>\$3.00</b>
<b>Copy Fee —Sheets (8 ½ X 11) and (8 ½ X 14) per Page</b>	<b>\$0.15</b>
<b>Double Sided Sheets (8½ X 11) and (8 ½ X 14) per Page</b>	<b>\$0.20</b>
<b>Official Letter Fee (per Address)</b>	<b>\$25.00</b>
<b>Letter in Lieu of OC Documents</b>	<b>\$5.00</b>
<b>Contractor List</b>	<b>\$25.00</b>
<b>Daily Permit List Subscription – per Month</b>	<b>\$50.00</b>

### **WRITTEN REQUEST:**

ORANGE COUNTY GROWTH MANAGEMENT DEPARTMENT  
ADMINISTRATIVE & DEVELOPMENT SERVICES DIVISION  
ATTENTION: RESEARCH SECTION  
P.O. BOX 1393  
ORLANDO, FL 32802-1393

### **REQUEST IN PERSON:**

201 S. ROSALIND AVENUE, 2ND FLOOR  
ORLANDO, FL  
TEL 407-836-8181  
FAX 407-836-5791