



BREVARD COUNTY BUILDING CODE

2725 Judge Fran Jamieson Way, A115

Viera, FL 32940

(321) 633-2072 phone (321) 633-2087 fax

RECORDS REQUEST FORM

RESIDENTIAL permitting records for unincorporated Brevard County are available for the past 15 years

Any requests for documents, when the document is 2 years or older, **must include a check in the amount of \$40.00 (non-refundable) payable to "Brevard County Board of County Commissioners"** (first hour of research time). Additional charges will be determined upon completion of the request. Additional charges may include: \$20.00 for every additional 1/2 hour of research over the pre-paid first hour, \$0.15 per copy of pages up to 11" x 17" size (first 30 free), \$6.00 per copy of pages larger than 11" x 17".

Please complete the following information and submit with payment to: *Brevard County Building Code, 2725 Judge Fran Jamieson Way A115, Viera, FL 32940.*

REQUESTER

DATE: _____

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

REQUESTED INFORMATION

Permit No. _____

Site Address: _____
(Street) (City)

- All Application Certificate of Occupancy
- Plans Survey Other: _____

FOR BUILDING INSPECTION PURPOSES (requested by permit holder or authorized person only)

- Duplicate Permit Hard Card Copy of "Site" Plans

REQUESTER'S ACKNOWLEDGMENT TO APPROPRIATE FEE

I understand that location of the appropriate documents is not guaranteed and a refund of the pre-paid \$40.00 research fee is **not** obtainable. I agree to pay additional charges as may be appropriate for the completion of this request.

SIGNATURE: _____

PLEASE ALLOW TWO WEEKS FOR THIS PROCESS TO BE COMPLETED

FOR OFFICE USE ONLY

Accepted by: _____	Minimum research fee = \$40.00	pre-paid collection # _____
Completed by: _____	_____ X \$20.00 = _____	Research 1/2 hour increments
	_____ X \$0.15 = _____	Copies up to 11" x 17"
	_____ X \$6.00 = _____	Copies > 11" x 17"
Collection # _____	_____ X \$15.00 = _____	Duplicate permit hard card
		TOTAL