



Resilient Environment Department

BUILDING CODE DIVISION | RECORDS REQUEST

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

Request for Building Records

Date of Request: _____

Broward County Building Code Division holds building permitting jurisdiction for properties in Unincorporated Broward County. Please note that our agency may no longer have records for properties that are in annexed municipalities.

[Pursuant to §119.07\(1\)\(a\)\(c\) F.S.](#), every effort will be made to retrieve records in a timely and reasonable manner, however, there may be a delay if the request is extensive.

Florida Building Code §106.9.2: Approved plans and/or specifications and/or amendments thereto, retained by the Building Official shall become part of Public Records. The Building Official shall notify anyone requesting copies of copyrighted Public Records that they may be violating the Federal Copyright Law.

This serves as your official notification that you may be in violation of the Federal Copyright Law.

Architectural and engineering plans under Seal pursuant to §481.221, §481.251, or §471.025 Florida Statute (*F.S.*), that are held by a public agency in connection with the transaction of official business are subject to inspection and copying under §199.07(1) *F.S.*

Pursuant to §119.07(4)(d) *F.S.*, the agency may charge a special service charge in addition to the cost of duplication if a request requires extensive use of clerical, supervisory, and/or information technology resources.

Pursuant to §119.07(b)(3), exemptions are not disclosed except as authorized by law.

Please Note: Architectural/Building plans for residential buildings and single-family residences are retained for 10 anniversary years after issuance of Certificate of Occupancy. [§119.021\(3\) \(2b\) F. S.](#)

Fee Schedule

There is a \$30.00 (nonrefundable) administrative fee that must be paid at the time of the request. Please note there may be additional fees for research time. The research fee is charged at a minimum of \$50.00 per hour (nonrefundable). Research fees are incurred after the research is completed and must be paid prior to the release of the findings.

All fees applicable regardless of findings. Fees can be paid in our office or mailed by bank check (Do not send cash). Please return this form to ELBPDRecordRequests@broward.org

Name		Email			
Phone	FAX	Mobile Phone			
Parcel ID/Folio Number		Address			
City		State	Zip		
Subdivision		Lot	Block		
Request for	<input type="checkbox"/> Open Permits	<input type="checkbox"/> All Permits	<input type="checkbox"/> Survey	<input type="checkbox"/> Drawings	<input type="checkbox"/> Other
Description					

➡ Please email the this completed form to ELBPDRecordRequests@broward.org

OFFICE USE ONLY

Permit #	Box #	Microfilm
Notes		

Clerk Initials _____

Item	Amount	Fees per Page	Total
Research Fee	\$50 per hour (<i>min. 1 hr.</i>)	Research Time	_____
Flash Drive	_____	\$10.00	_____
<i>-additional copies</i>	_____	\$0.15	_____
Two-Sided Copies	_____	\$0.15	_____
<i>-additional copies</i>	_____	\$0.05	_____

Total: \$ _____

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