



RECORDS REQUEST FORM

Permit Records Department

DCDrecords@leegov.com

Phone 239-533-8802

If you would like to request building permit records by email, please complete the following application and click the "Submit Form" button in the top right-hand corner of your screen.

Date: _____

Requester's Name/Company: _____

Phone #: _____

Fax/Alternate #: _____

Email Address: _____

Please deliver the records to me by email (if available in electronic format).

I would like to pick up hard copies.

Provide at least one of the following:

(1) Permit #: _____

(2) Site Address: _____

(3) STRAP #: _____

Please indicate what information you are looking for:

Site Plan **Floor Plan** **Elevation Certificate** **All Drawings** **Entire File**

Other (Please describe) _____

FEE COPY SCHEDULE

11x17 One-Sided Large	\$0.30		8.5x11 One-Sided Letter	\$0.15
8.5x14 One-Sided Legal	\$0.20		24x36 Plans (Per Page)	\$5.00

***** NOTICE – PLEASE READ AND SIGN IF REQUESTING PLANS *****

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Signature of Person Requesting Copies*

Printed Name

**This form can be electronically signed or printed and signed by hand.*

Staff Use Only

Box #: _____

Plan Box #: _____

Retrix #: _____