

**City of Port St. Lucie
Building Department**

ARCHIVE REQUEST FORM

Requested by: _____ Date: _____

Company: _____ Phone: _____

INFORMATION REQUESTED:

Survey (as built)

Plans

Floor Plan

Plot Plan

Complete File

Permit

Other _____

Address: _____ Permit #: _____

Purpose: _____

MINIMUM FEE – ½ HOUR @	\$15.00	\$15.00
ADDITIONAL ½ HOUR (S) _____	x \$15.00	\$ _____
BLUEPRINT COPIES _____	pgs x \$15.00	\$ _____
XEROX COPIES _____	pgs x \$.50	\$ _____
TOTAL DUE		\$ _____

**NOTE: PLEASE ALLOW APPROXIMATELY 5
BUSINESS DAYS FOR REQUEST. ALL COPIES NOT
RETRIEVED WITHIN 30 DAYS WILL BE
DESTROYED.**

***In some cases the retrieval of archive documents may take in excess of 10-14 business days, Florida Building Code requires documents be maintained for 6 months after issuance of Certificate of Occupancy. We will try to notify you if your request will exceed the 5 business days.