

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

ARCHIVE REQUEST FORM

Requested by: _____ Date: _____

Company: _____ Phone: _____

INFORMATION REQUESTED:

- | | |
|--|---|
| <input type="checkbox"/> Survey (as built) - \$15.00 | <input type="checkbox"/> Plans - \$25.00 (8 ½ x 11) |
| <input type="checkbox"/> Floor Plan - \$15.00 (8 ½ x 11) | <input type="checkbox"/> Plot Plan - \$15.00 (8 ½ x 11) |
| <input type="checkbox"/> Permit Application - \$15.00 | <input type="checkbox"/> Permit Card - \$25.00 |
| <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Residential Complete File - \$45.00 (8 ½ x 11) / \$65.00 for large scale prints | |
| <input type="checkbox"/> Commercial Plans - \$100.00 for first 8 pages each additional page shall be 48 cents. | |

Plus any additional charges by the vendor.

Address: _____ Permit #: _____

Purpose: _____

NOTE: PLEASE ALLOW APPROXIMATELY 5 BUSINESS DAYS FOR REQUEST. ALL COPIES NOT RETRIEVED BY APPLICANT 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. If your requested documents are not available, a minimum fee of \$10.00 will be charged for each request.

For office Use Only

TOTAL DUE: \$ _____

Batch #: _____ Check _____
Item #: _____ Cash _____
Initial: _____