



BUILDING DEPARTMENT

PERMIT CENTER

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RECORDS SEARCH & BUILDING PERMIT HISTORY

Please complete the form below. Your copies will be available in approximately two working days. A \$20.00 record/permit search fee is due upon application; balance due upon delivery.

DATE REQUESTED: _____ TIME: _____

APPLICANT'S NAME: _____

APPLICANT'S SIGNATURE: _____

COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____

OWNER(S) NAME: _____

#RECORDS/PERMITS: _____ #COPIES EACH: _____ **TOTAL COPIES: _____ ***

REQUESTING COPIES OF ALL PERMITS?: YES _____ NO _____

IF NO, LIST SPECIFIC RECORDS/PERMITS BELOW:

FOR OFFICE USE ONLY

RECORDS SEARCH FEE: \$ 20.00 DATE: _____ RECEIPT# _____

TOTAL COPIES ORDERED* _____

x .10/each

TOTAL AMOUNT DUE: \$ _____ DATE: _____ RECEIPT# _____