



PAID		\$
RECEIPT #		
Balance Due		\$

MICROFILM REQUEST FORM Rev. 02-26-2015

Please anticipate 15 working days for the completion of your request.

PLEASE PICK UP YOUR REQUEST ON

Between the hours of 2:00 pm – 3:00 pm
 Plans must be picked up within 30 days of completion or they will be destroyed, and a new request plus add'l. fees will apply.

Today's Date: _____

Your Name: _____

Your Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone #: _____ **Cell #:** _____

PROPERTY TO BE SEARCHED

Address: _____

Year Built: _____ **Folio #:** 01 - _____

Type of Building: Residence Commercial (COM) Bank, School, or Assisted Living Facility

PLEASE LET US KNOW WHAT YOU ARE REQUESTING

CHECK APPROPRIATE BOX(ES):

- Tax Card (ONLY)** (\$11.50)
- Complete Permit History**
 (\$44.00-nonrefundable search fee) plus \$.15/ea. page copied.

Includes: Tax card, all Physical permits B, E, P, and MA & Original Plans: Site, Floor, and Elevation Only. Open Permits (IBuild Permitting System & BZ Issued Permits Report (\$2.00/per page) - 1993 to 3/16/2012)

(\$10.00-nonrefundable search fee) plus \$.15/ea. page copied

- Building Permits ONLY:** PLANS NOT INCLUDED (\$10.00)
- Electrical Permits ONLY:** PLANS NOT INCLUDED (\$10.00)
- Plumbing Permits ONLY:** PLANS NOT INCLUDED (\$10.00)
- Mechanical Permits ONLY:** PLANS NOT INCLUDED (\$10.00)
- Copy of Certificate of Occupancy (\$10.00/ea.)

- B/Z Issued Permits Report (\$2.00/per page) - 1993 to 3/16/2012
- Inspection Report (\$2.00/per page)
- CD: \$47.50/each. (This is a non-certified copy)**

PLANS: Please Specify: _____ \$7.50 1st page, \$5.00/each additional page

For all documents to be certified as true copies: \$1.00 certification fee

Signature: _____

In signing this form you agree to the charges as listed above. \$44.00 or \$10.00 non-refundable search fee. \$1.15 for copies & certification. Amount owed based on the total # of pages printed, after completion of request.

OFFICIAL USE ONLY

<input type="checkbox"/> Tax card:	<input type="checkbox"/> Laserfiche:	<input type="checkbox"/> PPV/Jackets
<input type="checkbox"/> Plans:	<input type="checkbox"/> Laserfiche:	<input type="checkbox"/> PPV/Jackets
<input type="checkbox"/> Permits:		
<input type="checkbox"/> C.O.'s:		