



Community Development Department
Building Division
 10770 West Oakland Park Boulevard · Sunrise, FL 33351
 P: 954.572.2354
 Website: www.sunrisefl.gov · E-mail: AskBuilding@SunriseFL.gov

Time/Date Stamp

Public Records Request

Submit this completed form to BuildingRecords@sunrisefl.gov or in-person at the Building Division.
 For any questions or comments regarding Public Records Request, contact BuildingRecords@sunrisefl.gov.

Date _____

Requestor's Information

Name _____

Agency's Name _____

Complete Address _____

Telephone Number _____

E-Mail _____

Request Format Type (Check All That Applies)

- Hard Copy
 Electronic

Type(s) of Record Requested (Check All That Applies)

- Blue Print Survey Open Permit Search
 Permit History Certificate of Occupancy Permit Number _____
 Other _____

Subject Property Information

Property Address _____

Property Folio _____

Property Legal Description Lot _____ Block _____ Section _____

Retrieval and Copy Charges

Quantity	Reproduction Type	Fee	Total
	Photocopy – Single Sided	\$0.15	
	Photocopy – Double Sided	\$0.20	
	Photocopy – Over-sized pages (up to 11" x 17")	\$0.50	
	Photocopy – Double Sided 11" x 17"	\$0.60	
	Blue Print – Each Page (24" x 36")	\$5.00	
	File Research and Retrieval (after the first 30 minutes)	\$25.00	
	Blue Print Research and Retrieval (after the first 30 minutes)	\$25.00	
	Permit Card Replacement	\$28.52	
	Open Permit Search (per property)	\$68.44	
		\$	

City Use Only	
Received By _____	Date _____