PERMIT INFORMATION REQUEST FORM

City of Dania Beach

100 West Dania Beach Boulevard

Dania Beach, Florida 33004

(954) 924-6805 x3633

No. _____

IMPORTANT NOTICE – To better respond to your request, we ask that you complete this form carefully and either print and mail to the address above or email to cdtemp@ci.dania-beach.fl.us. The requesting party assumes all responsibility for the accuracy and completeness of the property description information provided to the City, including the folio number, property address, and legal description. Note that folio numbers can have more than one corresponding address, and all relevant addresses must be listed. (Please print clearly)

DATE: _____

To: **Building Division**
100 West Dania Beach Blvd.
Dania Beach FL 33004

FROM - CONTACT NAME: _____
Address: _____
Email: _____
Telephone: _____
Fax: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

FOLIO NUMBER (TAX ID) or LEGAL DESCRIPTION (LOT, BLOCK & SUBDIVISION)	
PROPERTY ADDRESS	
CURRENT OWNER or BUSINESS NAME	

PLEASE CHECK ALL THAT APPLY:

OPEN Permit Information ___ ***ALL Permit Information ___**

***COPIES of specific Permit, Inspection and/or Plan data for a specific location ____ Describe:**

_____

REQUEST TO BE: **EMAILED (Data size limits) _____** **PICKED UP _____**
MAILED USPS _____ (Postage rates apply)

****Verified by Electronic Database as of 2001, information prior to 2001 will require a deposit for additional research depending on the complexity of the request.***

Duplication of Records. The City shall collect the actual cost for reproducing records consistent with Chapter 119, Florida Statutes. Basic fees for duplication of public records are as follows: $.15 cents each one sided sheet up to 8.5" x 14" / $.20 each two sided sheet up to 8.5" x 14" / Certified copies $1.00 per sheet. Copies of Building Plans are based on the actual cost incurred for reproduction and will require a deposit to cover this cost. Copies made to CD/DVD are $1.00 each. If the nature or volume of public records requested to be inspected, examined or copied requires extensive use of information technology resources or extensive clerical or supervisory assistance by personnel, additional charges for research time may be applied (30 minutes or longer).

Warning Note: Requests for public records that include copies of architectural works may be subject to copyright or "original works of authorship" protection in accordance with United States Code, Title 17, Chapter 1. Your request for copies and receiving said "works" may result in a violation of this Code which is subject to Federal prosecution.

FOR OFFICE USE ONLY

STAFF WILL PERFORM AN ESTIMATE OF COST TO PERFORM ANY PERMIT RESEARCH FOR INFORMATION THAT IS NOT ACCESSIBLE THROUGH THE CURRENT PERMITTING DATABASE AND CONTACT THE PERSON LISTED IN THE CONTACT NAME WITH A QUOTE.

RESEARCH WILL NOT CONTINUE UNTIL A DEPOSIT IS RECEIVED BY THIS OFFICE

	FEES	
Deposit Amount of $	Research Time _____ hours @ $ rate	$
	Photo Copies _____ @ $.15 each	$
Date Received:	Vendor Reproduction : Vendor Cost	$
	DVD / CD Cost	$
Received by:	Certification	$
	Postage	$
Request originated from (Dept):	Other	$
	TOTAL DUE	$

Revised May, 2012