



City of Port St. Lucie Building Department
121 SW Port St. Lucie Blvd
Port St. Lucie, FL 34984
772-871-5132

PUBLIC RECORDS REQUEST

Deposit May Be Required

Optional – Completion of the Personal Identifying Information (below) is NOT MANDATORY per AGO #92-38. However, completion of this form will help facilitate production of requested documentation, if any, in a timely and efficient manner

NAME _____ DATE _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL: _____

Choice of delivery: Pick Up ☐ Email (Only if digital format) ☐ MAIL TO (upon payment) _____

REQUESTED INFORMATION:

SITE ADDRESS: _____

DESIRED DOCUMENTATION IN DETAIL: _____

Search Start Date _____ through _____ Search End Date.

Fences, sheds, slabs and other accessory type use permits can use the online drawing tool in lieu of a survey: http://pslgis.cityofpsl.com/pslgis_webviewer/Fencer/FenceAndShedDiagrams.html

The estimated cost of the record search will be \$ _____. Once this estimate is established, you will be offered a choice to have us gather the requested information or discontinue the search. If you choose to have us continue and gather the requested information a deposit of at least half of the estimate must be paid before we continue with your search.

Fees:	Paper Copies	Letter/Legal	Single Sided	\$.15	X	=
			Double Sided	\$.20	X	=
			11x17	\$.25	X	=
	Oversized Copies		Actual Cost of Duplication			=
			Special Service Charge*	Per F.S. 119.07(4)(d)		=
			Less Deposit			-
			Balance due or to be refunded**			
**Refunds are handled by our Finance Department and may take a few weeks for processing						

*F.S. 119.07 (4)(d) provides that "if the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both."

Note: This agency may refuse to produce records if the fees for a previous request for records have not been paid by the requestor. (Lozman v. City of Riviera Beach, 995 So. 2nd 1027 Fla.4th DCA 2008)

updated 02/01/2017 tjjv

Request Taken By: _____ Deposit: \$ _____ Amount Due: \$ _____

Completion Date: _____

Contact Dates / Comments: _____

ITEMS RECEIVED: _____ PICK UP DATE: _____