



PERMIT RESEARCH REQUEST

PLEASE NOTE

A research fee of \$10.00 is due before any research can be started. In keeping with Florida’s records retention schedule, we DO NOT retain records on residential structures more than ten years after the Certificate of Occupancy was issued.

Date: _____

Applicant Name: _____ Phone Number: _____

Email Address: _____

Approximate date house was built/property was developed: _____

Research Address: _____

Place a check mark text to the following items you are requesting:

- Certificate of Occupancy
- Site Plan
- Building Plans
- Building Permit Application
- All of these
- Other _____

****WE WILL NOTIFY YOU VIA EMAIL WHEN THE RESEARCH IS COMPLETED****

NOTICE

Per County Resolution No. 21-066R

There will be a \$10.00 MINIMUM initial fee for the first 15 minutes. Any research above and beyond the first 15 minutes will be \$20.00 per hour. This fee includes, but is not limited to, copies of certificates of occupancy, copies of the site plan, copies of permits, etc. Depending on the time and amount of research involved, the charge for research may be higher than \$10.00. We cannot guarantee the availability of all files requested. Please make checks payable to Osceola Board of County Commissioners (BOCC).

If mailing, please address to:

Osceola County Building Office
Permit Research
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741

Phone: (407) 742-0200

Email: research@osceola.org

Signature of Applicant: _____

Date: _____

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BELOW FOR OFFICE USE ONLY

Permit No. _____

Notes: _____