



**Community Development Department**  
**Building Division**  
 10770 West Oakland Park Boulevard · Sunrise, FL 33351  
 P: 954.572.2354  
 Website: [www.sunrisefl.gov](http://www.sunrisefl.gov) · E-mail: [AskBuilding@SunriseFL.gov](mailto:AskBuilding@SunriseFL.gov)

<u>Time/Date Stamp</u>

## Public Records Request

*Submit this completed form to [BuildingRecords@sunrisefl.gov](mailto:BuildingRecords@sunrisefl.gov) or in-person at the Building Division.  
 For any questions or comments regarding Public Records Request, contact [BuildingRecords@sunrisefl.gov](mailto: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	\$27.67	
	Open Permit Search (per property)	\$66.38	
		\$	

<b>City Use Only</b>	
Received By _____	Date _____