CITY OF SUNRISE

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 _____