



From: St. Johns County Building Department

Tracking number: _____

As outlined in the St. Johns County Fee Schedule, the Building Department charges an Administrative Research fee for **Open Permit Requests**. There may be additional fees applicable to the property that may be found in the public records of this county, and there may be additional permits issued and/or required from other governmental entities such as water management districts, state or federal agencies. This information does not constitute a valid or proper Title Search and should not be used as such. You should expect an initial response from the Building Department within three business days. The up-front fee is \$56.00 per hour with a minimum of one hour. Please complete this form and return it to conlicen@sjcfl.us or 904-827-6847. You can also visit our website webapp.sjcfl.us/WATSWebX/Permit/SearchPermit.aspx and perform the research on your own. **THIS DOCUMENT WILL BE RETAINED AS PERMANENT RECORD OF REQUEST. Please only send request once. The request will be terminated if the fee is not paid within 24 hours of sending payment link by our office.**

Parcel Number: _____ Date: _____

Address: _____

Requestor: _____

Email address to return form to: _____

Name of Building Department Technician: _____

This request pertains to open permits issued within the 10-year period preceding the date of your inquiry.

Building Department

4040 Lewis Speedway, St. Augustine, FL 32084

904.827.6800 | www.sjcfl.us