



From: St. Johns County Building Department

Tracking number: _____

As outlined in the St. Johns County Growth Management Fee Schedule, the Building Department charges an Administrative Research fee for **Permit Information 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 issues and or required from other governmental entities such as water management districts, state agencies 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 www.sjcfl.us/building services and perform the research on your own. **THIS DOCUMENT WILL BE RETAINED AS PERMANENT RECORD OF REQUEST. Please only send request once. Request will be terminated if fee not paid within 24 hours of sending payment link.**

Parcel Number: _____ Date: _____

Address: _____

Requestor: _____

Return the completed form to: _____
(email address)

Name of Building Department Technician: _____

CIRCLE REQUEST: Open permits AND / OR Expired permits