



The City of Fort Myers
Building, Permitting & Inspections Division

1825 Hendry Street, Ste 101
Fort Myers, FL 33901
(239) 321-7910 Phone
(239) 344-5929 Fax

PUBLIC RECORDS REQUEST FOR PLANS/PERMITS

Please allow for a minimum of 10 business days to respond to your request.

Date: _____ Phone: _____

Name (First and Last): _____

Email Address: _____

Address or Parcel No. of Information being requested:

Check all of the boxes that pertain to your request below:

- Site Plans – Site/Plot/Survey/Civil
- Structural Plans – Building/Architectural
- Permit File – Application/Supporting Documents/Permit
- Inspection History
 - All Permits
 - Specific Permit # _____
- Duplicate Plans for Job Site: Permit # _____
- Other: _____

If the requestor prefers a copy of the desired documents, a reproduction fee of \$.15 cents per page will be applied for single-sided documents (8 ½ x 11 or 8 ½ x 14) and \$.20 if the printed material is double-sided. In addition to the copying fees, a special service charge will apply when the time it takes staff to respond to the public records request exceeds one hour. Staff time will be based on prorated hourly salary rates. Special service charges are intended to cover all personnel costs incurred in responding to a public records request. Payment is required upon pickup.

For large, single documents not covered above (i.e. blueprints, maps, plans, etc.) the charge shall be determined by the agency performing the outside reproduction. For requests that will consume a large amount of staff time or that involve the reproduction of numerous records, a deposit may be required.