PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES

P.O. BOX 1486
Palatka, FL 32178-1486
FAX (386) 329-1213
Email: pzb@putnam-fl.com

Building: (386) 329-0307
Zoning: (386) 329-0316
Planning : (386) 329-0491
Codes Enforcement (386) 329-0317
In Florida Toll Free: 1-800-432-0364

Public Records Request

(Requests for information stored in archive files/storage may be assessed an administrative fee of $35.00 per hour, for research)

Date: _____

I hereby request: _____ Any and all documents, plans and pertinent information regarding the following Building permit(s) be retrieved by the Putnam County Planning & Development Services for review.

_____ Specific file information as listed below:

_____

_____

_____

PERMIT #	YEAR	PROPERTY OWNER	LOCATION / PARCEL ID #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copies of documents are available at the following costs*:

Legal or letter $0.15 per page (single sided) $0.20 per page (double sided or color)

QTY: _____ x $0.15 = _____ _____ x $0.20 = _____

*Copies larger than 11" x 17" will be made by an outside source and those charges will be include in the total fee below.

Color and Black & White Plot Products:

8.5" x 11"	$5.00	**11" x 17"**	$6.00	**18" x 24"**	$8.00
24" x 36"	$10.00	**36" x 48"**	$12.00		

Media Cost (if available):

Staff Time $35.00 x _____ hours + _____ = $ _____
Supply cost (below)

Supplies **3.5 Floppy Disk** $0.50 **CD** $1.80

Requested by: _____ _____
(Print Name) (Signature)

Telephone Number: _____ Address: _____

_____

_____

Office Use Only

Total: $_____ Receipt #: _____ Staff Initials: _____