

# ARCHIVE REQUEST FORM

Date of Request \_\_\_/\_\_\_/20\_\_\_ Indian River County Building Division

An archive request form is required for each individual address.

NOTE: A \$20.00 non-refundable research fee (to cover the first hour of research) are due with each request. Submit requests with payment to the Building Dept. in person or by fax 772.770.5333 along with credit card authorization form.

<u>Office Use Only:</u>	
<input type="checkbox"/> COVB	<input type="checkbox"/> County
Subdivision: _____	
Lot: _____	Block: _____
Parcel #: _____	

Address of Inquiry: _____	
Permit Number of Inquiry: _____	Plan Number of Inquiry: _____
Original Owner or Builder of record: _____	Date built: ( <i>*required see below</i> ) _____
Documents Requested: _____	
Your E-Mail Address: _____	Telephone: _____
<b>ADDITIONAL RESEARCH AUTHORIZATION: In addition to the first hour of research I authorize the following as needed:</b>	
<input type="checkbox"/> 1-hr <input type="checkbox"/> 2-hrs <input type="checkbox"/> _____ hrs of additional research   or <input type="checkbox"/> Please limit the research to \$ _____	
I would prefer: <input type="checkbox"/> CD <input type="checkbox"/> printed plans <input type="checkbox"/> Email <b><u>Note: any large format plans over 5 pages must be put on CD</u></b>	
Comments: _____	
<b>*We have no records dated prior to 1968 for the County and 1936 for the City of Vero Beach. *</b>	
NOTES:	
[1] Due to staff reductions requests may take 5-10 working days or longer depending on the age and complexity of the request.	
[2] Additional research time beyond the first hour is billed at \$15.00/hr in 1/4 hour increments - rounded up.	
[3] Documents older than 15-yrs of age MAY take longer to retrieve or may no longer be available and/or may not be legible.	

### ADDITIONAL NOTES:

1. The requestor will be contacted with cost of printing fees which must be paid PRIOR to printing of any documents. Research turnaround time is subject to staff work load conditions and usually takes 5-10 working days and in some rare cases a bit longer.
2. Research/Processing fee is \$15.00 per hour for all archival requests (processing fees imposed to offset the costs associated with archival and retrieval expense). Research will be limited to 1-hr unless otherwise previously authorized by the requestor.
3. In addition to research fees, printing fee are \$0.25 per 8.5x11 page, \$0.50 per 11x17 page. Digital image CD fee is \$15.00 per CD.
4. Please see "Construction Permit Fee Schedule" for additional information on all archive request related fees.

Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_

By signing this form you acknowledge that you have read and understand this document and the fees associated with this request