

CITY OF DELRAY BEACH  
RECORD REQUEST FORM  
MONDAY, WEDNESDAY & FRIDAY  
9:00 AM TO 12:00 NOON MICROFICHE-LASER FISCHE  
SERVICE CHARGE

\$ 23.00 PER HOUR

If documents are available; for searching and copying of document that extends beyond TWENTY (20) MINUTES. First 20 minutes free, each segment or fraction thereof, \$7.50.

\$.25 per copy

RESIDENTIAL: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_ HOW MANY FLOORS: \_\_\_\_\_

STREET ADDRESS: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

PLEASE CHECK WHAT YOU ARE REQUESTING:

SURVEY: \_\_\_\_\_ FLOOR PLAN: \_\_\_\_\_

ELECTRICAL PLAN: \_\_\_\_\_ PLUMBING PLAN: \_\_\_\_\_ MECHANICAL PLAN: \_\_\_\_\_ LANDSCAPE PLAN: \_\_\_\_\_

OTHER: \_\_\_\_\_

WHY ARE YOU REQUESTING THIS INFORMATION?

\_\_\_\_\_  
NUMBER OF COPIES: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

OFFICE USE ONLY

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_

FINISH TIME: \_\_\_\_\_