



THE VILLAGE OF NORTH PALM BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
420 U.S. HIGHWAY 1 • SUITE 21 • NORTH PALM BEACH, FL 33408
PHONE: 561.841.3365 • FAX : 561.841.8242 • WWW.VILLAGE-NPB.ORG

Pursuant to the Budget Adopted by the Village of North Palm Beach for Fiscal Year 2016-17, **effective October 1, 2017**, a fee of \$25.00 will be charged for each open/expired building permit search request. Please note the following information:

- Searches are considered “public record requests”. Public record requests must specify what information is desired.
- Only one (1) address per search request;
- All update requests made within 30 days of the original search will be at no additional cost. After 30 days or additional information is needed, a new search fee is required.
- Multiple search requests may be paid by one check. A separate request for each search is required.
- If a search request and a check for the wrong amount are received, all documents will be returned and the search will not be processed.
- **Requests without payment will not be processed.**
- Fee is non-refundable;
- Requests will be processed in the order in which they are received.
- Please allow ample time before closing date for processing.
- We make every effort to return all searches promptly (may take **up to 5 business days** for processing).
- Make checks payable to: The Village of North Palm Beach

Send to: Community Development Department
Attention: Permit Search
420 U.S. Highway 1, Suite 21
North Palm Beach, FL 33408

- Faxed requests must contain credit card information in order to be processed.
- Credit card information will not be kept on file and we will not invoice for services.
- If you have any questions, please e-mail permitsearch@village-npb.org

Card Holder: _____

Card Number: _____

Expiration Date: _____ CVC: _____ Amount \$ _____

Billing Address _____

Signature

Printed Name

Date