



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

## **PERMIT SEARCH REQUEST**

- Searches are considered “public record requests”.
- \$25.00 fee will be collected for each open/expired building permit search request
- The \$25.00 fee is non-refundable
- **Requests without payment will not be processed.**
- Only one (1) address search request per form
- Multiple search request fees may be paid by one check
- All update requests made within 30 days of the original search will be at no additional cost.
- 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 (allow **5 business days** for processing).
- Make checks payable to: The Village of North Palm Beach

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

- Faxed requests are accepted (561.841.8242) *Must include credit card information*
- Credit card information will not be kept on file and we do not invoice for services.
- If you have any questions, please e-mail [permitsearch@village-npb.org](mailto:permitsearch@village-npb.org)

Permit Search Address \_\_\_\_\_, North Palm Beach

Parcel Control No: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_ Amount \$25.00

Billing Address \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax Number: : ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date