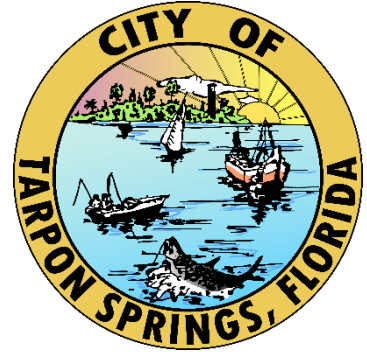


# CITY OF TARPON SPRINGS

CITY CLERK AND COLLECTOR

727-942-5614 ext.2218

Email to: [mjames@ctsfl.us](mailto:mjames@ctsfl.us)



## RECORDS REQUEST FORM

**Under Florida law, you are not required to submit a records request in writing. However, if you choose to fill out this form, please provide sufficient details to help city staff respond to your request as quickly as possible.**

DOCUMENTS REQUESTED (Please Check Box)

**ADDRESS:**

OPEN / CLOSED / EXPIRED PERMITS:

ELEVATION CERTIFICATE / FLOOD MAP INFORMATION

ROOF PERMIT & FINAL INSPECTION:

CERTIFICATE OF OCCUPANCY

BLUEPRINTS / PLANS – Staff will contact you with cost.

OTHER:

CONTACT INFORMATION (Not Required)

NAME:

DATE:

PHONE:

EMAIL:

NOTES:

- **CHARGES:** Charges include \$0.15 for single-sided copies and \$0.20 for double-sided copies, with thumb drives, CDs, and DVDs priced at \$5.00 each. For other types of duplication, actual costs will apply, including any special printing required for outgoing documents. An administrative fee will be incurred for clerical work exceeding thirty minutes, billed at an hourly rate. Audio and video media, such as tapes, CDs, and DVDs, will be charged based on the City's costs, plus any applicable administrative fees. Additionally, postage may be added for mailed items.