



## HOW TO RESEARCH A PERMIT FOR A **LOWER ENCLOSURE** AND OBTAIN COPIES OF ORIGINAL BUILDING PLANS

Anyone can research a building permit; a consultant does not have to be paid to obtain copies of original permits and plans. **This is a public service provided to you by Monroe County and only takes about an hour of your time.**

Permits issued prior to 1987 (when the county became computerized) are filed alphabetically by the name of the property owner at the time the permit was issued. Therefore, unless you know all of the previous owners names a complete search will not be possible. Since many properties may have changed hands several times, all names are necessary in case a second or third owner pulled a permit. **DO NOT RELY** on the current owner to tell you whom the permits were actually issued to, instead follow the procedures below.

1. Obtain a PROPERTY RECORD CARD from the local PROPERTY APPRAISER'S office.
2. On the PROPERTY RECORD CARD following the LEGAL DESCRIPTION will be a series of OR numbers. An OR number is the OFFICIAL RECORD number assigned by the clerks office when a document such as a warranty deed is officially recorded. Warranty deeds will provide the names of the property's sellers and buyers. **THIS IS THE INFORMATION WE NEED TO CONDUCT THE RESEARCH.**
3. After you have obtained a PROPERTY RECORD CARD and identified the OR NUMBERS you must go to the local CLERK OF THE COURT'S office. At the Clerks office there will be microfiche tape racks containing the OR NUMBERS. Run the tapes of each OR NUMBER found on the PROPERTY RECORD CARD through the microfiche machine. The documents you see will show you the warranty deeds with each seller's name and each buyer's name. Write down all of the names from all of the deeds.
4. Send the attached REQUEST FOR RECORDS RESEARCH to the Building Department office closes to the property location. The request for records research must contain ALL THE NAMES OF THE PROPERTY OWNERS you found through the OR's at the Clerks office. After we receive the request, we will research the property. **PLEASE ALLOW SUFFICIENT TIME TO DO THIS!** This is not our only job. **YOU WILL BE NOTIFIED ONCE WE HAVE RETRIEVED ALL RECORDS.**
5. **WHEN YOU ARE NOTIFIED** that the files have been retrieved we will make arrangements with you to pick up the information you need. Copies of original blueprints are \$5.00 per sheet and copies of other file documents are .15 per page. Correct change or checks made payable to the Monroe County Building Department will be accepted.

### PROPERTY APPRAISER'S LOCATIONS:

Monroe County Courthouse  
500 Whitehead Street  
Key West, FL 33040  
(305) 292-3420

Marathon Government Center  
2798 Overseas Hwy.  
Marathon, FL 33050  
(305) 289-2554

Plantation Key Building Department  
88800 Overseas Hwy., 1<sup>st</sup> floor  
Tavernier, FL 33070  
(305) 852-7034

### CLERK OF COURT LOCATIONS:

Monroe County Courthouse  
500 Whitehead Street  
Key West, FL 33040  
(305) 295-3314

Marathon Sheriff's Office  
3101 Overseas Hwy.  
Marathon, FL 33050  
(305) 289-6027

Plantation Government Center  
88820 Overseas Hwy.  
Tavernier, FL 33070  
(305) 852-7145

