



# City of St. Cloud

## Research Request for Permitting Information

For Permit info please contact 407-957-7224

For Code Enforcement/Lien Search info please contact 407-957-7304 or cityclerk@stcloud.org

**(Research response time is 7-10 business days after receipt of payment, barring any extenuating or unforeseen circumstances)**

### IMPORTANT NOTICE

The requesting party assumes all responsibility for the accuracy and completeness of the property description information provided to the City, including the property identification number, property address, and legal description. Note that property identification numbers can have more than one corresponding address, and all relevant addresses must be listed.

This information does not take place of a completed title/lien search with Osceola County, Florida

Date of This Request:

Requesting Party's Name:

Company Affiliated With:

Address:

City, State, Zip Code:

Best Daytime Phone Number to Reach You:

Fax Number:

Email Address:

**How do you want this request to be delivered to you?**

- Mail  
 Email  
 Fax

**Property Address to be Searched:**

Property Identification Number:

Legal Description: (Lot, Block, Subdivision)

Owner of Record:

Type of Lien Service Selected:

- 3 Years or Less (\$5.15)  
 Older than 3 Years (\$20.60)  
 Complete History (\$25.75)

**(Fees set by Resolution 2016-078R) Cash and/or credit card payments are required to be made in person. Checks may be mailed to: City of St. Cloud, Building Dept., 1300 9<sup>th</sup> St, St. Cloud, Florida 34769**

Payment Method:

- Check # \_\_\_\_\_  
 Cash  
 Credit Card (in person only)

### SIGNATURE

I hereby request that the City conduct a search of open permits on the property cited above. I have paid the non-refundable permit information. I assume all responsibility for the accuracy and completeness of the property description information I have provided above. I understand that performance of this information search by the City of St. Cloud will not relieve the requesting party from the responsibility of searching the public records of Osceola County, Florida, for any and all liens or other documents recorded by the City of St. Cloud, Florida against the property and/or property owner.

Signature: \_\_\_\_\_

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

#### FOR STAFF USE ONLY

- No open permits  
 See attached response

Completed by \_\_\_\_\_ on \_\_\_\_\_

You may submit your completed Research Request for Permitting Information Form in one of three ways:

1. Mailed along with your check or money order as selected. The check or money order should be made payable to The City of St. Cloud and mailed to: Building Department 1300 9<sup>th</sup> Street St. Cloud, Florida 34769
2. Hand delivered to the Building Department, City of St. Cloud, 1300 9<sup>th</sup> Street, St. Cloud, FL 34769. Pay with either cash or check/money order.

Property and Permit Status information is available to the public free of charge online at the following website

[www.stcloud.org](http://www.stcloud.org)

Instructions: right click in “Departments”, right click on “Building Department”, right click on “permit information”, right click “Permit”, fill out request information and press enter.

However, if you are unable to access this website or the information you are requesting is unavailable or you need more information than provided on the website, please complete this form and submit with fee payment to our office.

**PLEASE NOTE THAT YOU MUST SUPPLY THE PROPERTY IDENTIFICATION NUMBER FOR EVERY PERMITTING INFORMATION SEARCH THAT YOU REQUEST.**

You must provide the property identification number on the City’s Research Request for Permitting Information form so the City is certain of the exact parcel you wish to be searched. The property identification number is also known as the “folio” or “parcel” number.

**If you do not know the property identification number** for a property, you can go to the Osceola County Property’s Appraiser’s website at [www.property-appraiser.org](http://www.property-appraiser.org) and conduct a “Property Search’ by either the owner name or property address. Once the page for the property is accessed, you will find the property identification number located in the left side of the search results (it shown as Parcel Number).