

ARCHIVE REQUEST FORM
TOWN OF INDIAN RIVER SHORES BUILDING DEPARTMENT

Date: _____ Address of Inquiry: _____

Permit Number of Inquiry: _____ Purpose of Inquiry _____

E-Mail Address: _____ Telephone: _____

UPFRONT RESEARCH FEE: \$20.00 NON-REFUNDABLE FEE IS DUE WITH EACH REQUEST TO COVER THE FIRST HOUR OF RESEARCH. Please submit requests with payment to the Building Dept. We accept cash, check, credit card in person or with a credit card authorization form, which is available in the Building Dept. or on our website www.irshores.com.

- **Research Processing Fee: Additional research time beyond the first hour is billed at \$20 per hour in 1/4 hr. increments. (fees to offset costs associated with archival and retrieval expense).**
- **Printing Fees: \$5.00 per plan page.
\$0.15 per 8.5x11 (up to 8.5x14) one sided. \$0.20 two sided.
\$0.25 per 11x17
\$3.00 Thumb Drive**

ADDITIONAL RESEARCH AUTHORIZATION: In addition to the first hour of research I authorize the following:

1-hr 2-hrs _____ hrs of additional research or Please limit the research to \$ _____

Comments: _____

NOTE:

- **Research will be limited to 1-hr unless previously authorized by the requestor. The requestor will be contacted with cost of printing /research fees. All fees must be paid **PRIOR** to printing any documents.**
- **Research turnaround time is subject to staff work load conditions and usually takes 5-10 working days or longer depending on age and complexity of the request.**
- **Documents older than 15-yrs of age **MAY** take longer to retrieve or may no longer be available and/or may not be legible.**

Contact Name for pickup: _____ Signature: _____

(By signing this form you acknowledge that you have read and understand this document and the fees associated with this request).