

Office of Planning and Development – Building Division
PO Box 9005, Drawer GM02
330 W. Church Street
Bartow, Florida, 33831-9005
863-534-6080



www.polk-county.net/building

OPEN/EXPIRED PERMIT RESEARCH REQUEST

Rate: \$25.00 per 15 minute increment
(Average request per address/parcel takes 15 minutes)

Email completed form to Permitliensearch@polk-county.net. If research requires more than the average 15 minutes of research, you will be contacted with an estimated cost for research. Results will be emailed or faxed back ONLY.

Company Requesting Information

Company Name _____

Contact Name _____

Contact Phone Number _____ Fax Number _____

Email Address _____

Provide Parcel/Folio number (18 digit Tax ID number) and Address for each request

(Use additional forms for each request)

Parcel ID # _____

Address _____

Payment Method

Escrow Account (By checking this box you authorize Polk County to deduct fee(s) from company escrow account if cost does not exceed \$25.00.)

Pay by Phone Request Mailed Check Enclosed

Research Results

Research Performed by: _____ Date Performed: _____ Initial: _____