



LIEN SEARCH REQUEST FORM (For Open or Expired Building Permits)

FEE: \$90.00

Leon County Department of Development Support and Environmental Management
435 North Macomb Street
Tallahassee, FL 32301
(850) 606-1300

Please complete the form below and submit with payment to Leon County Development Support and Environmental Management, Attn: Records Management, 435 N. Macomb Street, 2nd Fl, Tallahassee, Florida 32301. Forms may be emailed to DSEM_RECORDS@leoncountyfl.gov; an email will follow for payment instructions prior to the request being processed. Payment may be made using check (payable to Leon County DSEM), money order or VISA/MC/AMEX via telephone.

PROPERTY INFORMATION:

Date of Request: _____

Property Address: _____

Parcel ID Number*: _____

* The exact property identification number (PID) must be supplied on the Request Form so LEON COUNTY DSEM RECORDS is certain of the exact property to be searched. The PID is also known as the "parcel", "tax ID", or "folio" number.

NOTE: The requestor assumes all responsibility for the accuracy and completeness of the property description information provided to LEON County DSEM Records, including the parcel number, property address, and legal description. We encourage requestors to submit inquiries well in advance of the date needed as no "rush" requests will be accepted or honored. Requests will be processed in the order they are received. Please be advised that information provided on open/active/unresolved building permits by Leon County does not represent the status of permits issued by other agencies that may have been issued in conjunction with improvements of the subject property.

Company Name: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

For Office Use Only:

LMS#: _____

Date Paid: _____

Initials: _____

Payment (check/MO/Credit Card): _____

Comments: _____
