



# Citrus County Board of County Commissioners

Department of Planning and Development  
3600 W. Sovereign Path, Lecanto, FL 34461  
<http://bocc.citrus.fl.us>

## OPEN RECORDS CHECK

### PAYMENT MUST BE MADE PRIOR TO CONDUCTING RESEARCH.

We accept the following methods of payment: **Check, Credit Card, Debit Card and Escrow Account**

- Please submit electronically and deduct the applicable fee from my Escrow Account #: \_\_\_\_\_
- Please contact me regarding setting up a new Escrow Account
- Please contact me regarding payment via Credit or Debit Card
- I have included my check # \_\_\_\_\_ made payable to: **Citrus County BOCC**

**Please check the applicable box below for research needed (only one per form).  
This form and payment may be submitted via the contact information below your selection.**

**Building Permit** **\$50**  
 Email: [permit@bocc.citrus.fl.us](mailto:permit@bocc.citrus.fl.us) Phone: (352) 527-5310 / Fax: (352) 527-5394  
 Mail: 3600 W. Sovereign Path, Suite 111, Lecanto, FL 34461

**Land Development Code** **\$50**  
 Email: [landdevresearch@bocc.citrus.fl.us](mailto:landdevresearch@bocc.citrus.fl.us) Phone: (352) 527-5239 / Fax: (352) 527-5594  
 Mail: 3600 W. Sovereign Path, Suite 141, Lecanto, FL 34461

**Code Compliance Fines/Liens** **\$50**  
 Email: [coderesearch@bocc.citrus.fl.us](mailto:coderesearch@bocc.citrus.fl.us) Phone: (352) 527-5350 / Fax: (352) 527-5523  
 Mail: 3600 W. Sovereign Path, Suite 147, Lecanto, FL 34461

**NOTICE:** Research is not all inclusive and not to be relied upon as a formal Owner and Encumbrance report. Buyer and seller should conduct a formal title search on this property.

The undersigned hereby requests an Open Records Check on the property located at:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: Florida  
 Alternate Key #: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Requested by: \_\_\_\_\_ Co./Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Do Not Write Below This Line – for Citrus County Office Staff Only

## RESEARCH RESPONSE

- **Building Division Violations:** **Yes** **No**  
 Results: \_\_\_\_\_  
 Researched By: \_\_\_\_\_ Date: \_\_\_\_\_
- **Land Development Code Violations:** **Yes** **No**  
 Results: \_\_\_\_\_  
 Researched By: \_\_\_\_\_ Date: \_\_\_\_\_
- **Code Compliance Fines/Liens:** **Yes** **No**  
 Results: \_\_\_\_\_  
 Researched By: \_\_\_\_\_ Date: \_\_\_\_\_