



# Citrus County Board of County Commissioners

Department of Growth Management  
3600 W. Sovereign Path, Lecanto, FL 34461  
[www.citrusbocc.com](http://www.citrusbocc.com)

## 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@citrusbocc.com](mailto:permit@citrusbocc.com) Phone: (352) 527-5310  
 Mail: 3600 W. Sovereign Path, Suite 111, Lecanto, FL 34461

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

**Land Development – for Land Use Verification Form**  
 Go to: <https://www.citrusbocc.com/plandev/landdev/applications/land-use-verification-form.pdf>

**NOTICE:** *This 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: FL

Alternate Key #: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line - for Citrus County Office Staff Only**

### RESEARCH RESPONSE

> **Building Division: Open or expired permits?**    **Yes**                      **No**  
 Results: \_\_\_\_\_  
 Researched By: \_\_\_\_\_ Date: \_\_\_\_\_

> **Code Compliance: Violations/Fines/Liens:**    **Yes**                      **No**  
 Results: \_\_\_\_\_  
 Researched By: \_\_\_\_\_ Date: \_\_\_\_\_