



DEVELOPMENT SERVICES DEPARTMENT  
401 Clematis St, 1<sup>st</sup> Floor  
West Palm Beach, FL 33401  
(561) 805.6654/6682  
FAX: (561) 805.6676  
E-Mail: [cmcperson@wpb.org](mailto:cmcperson@wpb.org) or  
[mamanhong@wpb.org](mailto:mamanhong@wpb.org)  
City / One-Stop-Shop Website: [wpbfl.us](http://wpbfl.us)

## **DO YOU NEED PROPERTY OR PERMIT INFORMATION?**

(1999 to present)

Find your information quickly and easily by going to:

[http://onestopshop.wpbgov.com/eGovPlus/permit/perm\\_status.aspx](http://onestopshop.wpbgov.com/eGovPlus/permit/perm_status.aspx)

**If you require more information or need further assistance, please fill in a  
Research Request**

### **RESEARCH REQUEST PROCEDURE**

- Complete Research Request form.
- Submit a separate request for each address.
- Be sure your contact information is complete so that we may contact you.
- If you are in the lobby and have completed this form, turn it in to Desk 6.
- Mail or fax it to the above address or fax number. You may also e-mail your research request (no form necessary, just submit the information.)
- Charges may apply, depending upon on the nature of your request.
- Requests are processed in the order they are received.
- You will be contacted by a staff member regarding **payment** (when applicable), if further information is needed, and when your request is ready for pickup.

Some surveys, permit applications and plans might be readily available. We will verify the address you are requesting and advise you.

**MOST COMMERCIAL PLANS ARE RETAINED PERMANENTLY**

**RESIDENTIAL PLANS GENERALLY ARE AVAILABLE ONLY BACK TO  
1999, ALTHOUGH PERMIT INFORMATION IS AVAILABLE BACK TO  
ORIGINAL CONSTRUCTION**



DEVELOPMENT SERVICES DEPARTMENT  
401 Clematis St, 1<sup>st</sup> Floor  
West Palm Beach, FL 33401  
(561) 805.6654/6682  
FAX: (561) 805.6676  
E-Mail: [cmcpherson@wpb.org](mailto:cmcpherson@wpb.org) or  
[mamanhong@wpb.org](mailto:mamanhong@wpb.org)  
City / One-Stop-Shop Website: [wpbfl.us](http://wpbfl.us)

## RESEARCH REQUEST

Please check the following items you need

Residential                       Commercial

Survey                               Plan\*                               Permit\* \_\_\_\_\_  
(Permit Number)

\*Check the type of plans needed:  Building     Electrical     Mechanical

Plumbing     Other: \_\_\_\_\_

Address (for which you are requesting information):

---

---

**PROPERTY CONTROL NUMBER (PCN) if available:**

All properties within City limits are assigned PCNs starting with 74.

PCNs can be obtained at <http://www.pbcgov.com/propapp>

-   -   -   -   -    -

Name: \_\_\_\_\_

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

Phone: (    )                              Cell: (    )                              Fax: (    )

E-Mail: \_\_\_\_\_