

**City of Palm Beach Gardens**  
 10500 North Military Trail  
 Palm Beach Gardens, Florida 33410  
 561.799.4201 fax 561.799.4211  
 www.pbgfl.com



Check one box only per submittal:

<input type="checkbox"/>	<b>LIEN SEARCH</b>
<input type="checkbox"/>	<b>OPEN PERMIT STATUS REQUEST</b>

**Only one type of search on one address is allowed per request form.** Requests will be processed in the order in which they are received. A response will be sent via fax. Requests for Lien Searches may take up to ten (10) business days and Open Permit Searches may take up to two (2) business days from the date the City receives the request for processing. Please make a **\$40.00** check payable to the City of Palm Beach Gardens and mail to the following address:

**City of Palm Beach Gardens  
 Building Division  
 10500 North Military Trail  
 City of Palm Beach Gardens, FL 33410**

<b>PROPERTY AND CONTACT INFORMATION</b>	
Property Control Number	
Property Address	
Company Requesting Research	
Contact Name	
Address	
Phone Number	
Fax Number	

**CITY USE ONLY**

<b>LIEN SEARCH</b>	
<input type="checkbox"/> No active code complaints	<input type="checkbox"/> Active code complaint (see attached)
<input type="checkbox"/> No active code cases	<input type="checkbox"/> Active code case (see attached NOV)
<input type="checkbox"/> No liens recorded	<input type="checkbox"/> City of PBG lien recorded (see attached copy of NOV/Order)

Please be advised that this information does not constitute an estoppel letter, in no way is a guarantee of clear title and should not be used as a substitute for conducting a proper title search.

\_\_\_\_\_  
 Signature of Neighborhood Services Staff

\_\_\_\_\_  
 Date Processed

<b>OPEN PERMIT SEARCH</b>	
<input type="checkbox"/> No open permits	
<input type="checkbox"/> Open permits (see attached permit detail)	

Please be advised that information provided on building permits issued by the City of Palm Beach Gardens does not represent the status of permits issued by other agencies that may have been issued in conjunction with improvements on this property.

\_\_\_\_\_  
 Signature of Building Division Staff

\_\_\_\_\_  
 Date Processed