



**RECORDS REQUEST FORM**

**Please allow up to 5 - 7 business days for processing**

**Applicant Information**

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

Phone No: \_\_\_\_\_ Alt No: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_ Unit No: \_\_\_\_\_

Parcel No: \_\_\_\_\_ Business Name: \_\_\_\_\_

**Request Type**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Survey/Site Plan        | <input type="checkbox"/> Plumbing Plan             | <input type="checkbox"/> Lost Plans, Permit #: _____  |
| <input type="checkbox"/> Orig. Construction Plan | <input type="checkbox"/> C.O./C.C                  | <input type="checkbox"/> Permit Application   |
| <input type="checkbox"/> Floor Plan              | <input type="checkbox"/> Building Recertification  | Other, explain: <div style="border: 1px solid black; width: 200px; height: 100px; display: inline-block; vertical-align: top;"></div> |
| <input type="checkbox"/> Structural Plan         | <input type="checkbox"/> Open Violations Report    |   |
| <input type="checkbox"/> Electrical Plan         | <input type="checkbox"/> Building Card             |   |
| <input type="checkbox"/> Elevation Plan          | <input type="checkbox"/> Permit History Report     |   |
| <input type="checkbox"/> Mechanical Plan         | <input type="checkbox"/> Inspection History Report |   |

**Media Type**

- Certified copies - \$1.00 plus 15¢ (Letter/Legal) and 20¢ (Ledger) per sheet
- CD - \$3.00
- To be used for inspections/permit renewals. Lost Plans Fee - \$50.00 plus \$1.00 plus 15¢ (Letter/Legal) and 20¢ (Ledger) per sheet

**Note:**

**Plans used for inspection and permit renewals are 11inx17in. This size may not be legible for inspections/permit renewal. You may purchase a CD for\$3.00 containing the plans to be enlarged by a private vendor. Certified 11inx17in plans provided by Building Records Management must be attached to the enlarged set.**

### City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

- Form Name** Records Request Form
- Purpose** To request information for a property.
- Form Submittal** Records Request should be submitted in a timely manner by email, fax or in person at Records Department.
- Associated Fees** Certified Copy Requests are \$1.00 plus 15¢ (Letter/Legal) and 20¢ (Leger) per sheet, CD \$3.00, Lost Plans Fee \$50.00 plus \$1.00 plus 15¢ (Letter/Legal) and 20¢ (Leger) per sheet.
- For Assistance** Please contact:
- In-Person:** Building Department, Miami Beach City Hall  
**RECORDS REQUEST**  
1700 Convention Center Drive, 2<sup>nd</sup>, Miami Beach, FL 33139
  - Via Telephone:** 305-673-7610 **Main Extension:** 6189  
**Extension(s):**  
Andres Neira Ext: 4774  
Geysel Mainegra Ext: 4133  
Yader Reyes Ext: 6678  
Stepfon Brown Ext: 6397  
Jose Archila Ext: 6386
  - Via E-mail:** [buildingrecords@miamibeachfl.gov](mailto:buildingrecords@miamibeachfl.gov)
  - Fax Number:** 786-394-4050

### Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.