



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:
1. **In-Person:** Building Department, Miami Beach City Hall
RECORDS REQUEST
1700 Convention Center Drive, 2nd, Miami Beach, FL 33139
 2. **Via Telephone:** 305-673-7610 **Main Extension:** 6189
Extension(s):
Andres Neira Ext: 4774
Geysel Mainegra Ext: 4133
Jacqueline Perez Ext: 6675
Yader Reyes Ext: 6678
Stepfon Brown Ext: 6397
Jose Archila Ext: 6386
 3. **Via E-mail:** buildingrecords@miamibeachfl.gov
 4. **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.