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MIAMIBEACH

**City of Miami Beach,** 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

BUILDING Records
Tel: 305-673-7610 ext 6189, Fax: 786-394-4050

# RECORDS REQUEST FORM

Name: _____ Date: _____

Property Address: _____ Suite/Type: _____

Home # _____ Cell # _____ Email _____

Please check off item(s) needed:

- ☐ Survey/Site Plan
- ☐ Orig Construction Plan
- ☐ Floor Plan
- ☐ Structural Plan
- ☐ Electrical Plan
- ☐ Elevation Plan
- ☐ Mechanical Plan
- ☐ Plumbing Plan
- ☐ Permit Application
- ☐ C.O./C.C
- ☐ Blding Recertification
- ☐ Building Card
- ☐ Permit History
- ☐ Inspection History
- ☐ Lost Plans, Permit #: _____

Other, explain:

Please select media type:

- ☐ Certified copies - $1.00 per sheet.
- ☐ CD - $2.00
- ☐ Lost Plans Fee - $50 plus $1.00 per sheet

**Note: Lost plans used for inspections must be verified and approved by a Building Plans Examiner. Receipt of payment must be furnished to the Building Plans Examiner before plans will be viewed.**

***Please allow up to 5 business days for processing.***