



PAID		\$
RECEIPT #		
Balance Due		\$

MICROFILM RECORDS REQUEST Rev. 04-07-2017

Please anticipate **20 working days**, except as noted below.

Date: _____ Name: _____

Your Address: _____

City/State/Zip: _____ Tel: _____

PLEASE PICK UP YOUR REQUEST ON

Between the hours of 2:00 pm – 3:00 pm
 Plans must be picked up within 30 days of completion or they will be destroyed, and a new request plus add'l. fees will apply.

PROPERTY TO BE SEARCHED:

Address: _____ Folio #: 01 - _____

Year Built: _____ Type of Bldg: Residence Commercial (COM) Bank, School, or Assisted Living Facility
(Requires a Notarized Letter)

TO LET US KNOW WHAT YOU ARE REQUESTING, PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW:

Additional reproduction and certification fees will apply, and are payable at the time of completion.

- Complete Permit History..... \$44.00 search fee*
Includes: Tax card, all Physical permits (B, E, P, and MA) & Original Plans (Site, Floor Plan and Elevations Only).
 Open Permits (iBuild 3/12/2012 to present, & BZ 1993 to 2013 (\$2.00/per page)

INDIVIDUAL SEARCHES:

- Tax Card only: \$ 10.50
- Open Permits List only: **7 WORKING DAYS** \$ 44.00 search fee*
- Building Permits only: **PLANS NOT INCLUDED** \$ 10.00 search fee*
- Electrical Permits only: **PLANS NOT INCLUDED** \$ 10.00 search fee*
- Plumbing Permits only: **PLANS NOT INCLUDED** \$ 10.00 search fee*
- Mechanical Permits only: **PLANS NOT INCLUDED** \$ 10.00 search fee*
- CO, TCO, CC, TCC only \$ 10.00 each
- Permits issued report 3/16/2012 – present only \$ 15.00 per month
- Permit inspection history (permit number needed) \$ 2.00 per page
- CD: This is a non-certified copy. \$ 44.00 each
- Plans only: Permit # _____ \$ 10.00 search fee*

Provide a detailed description of the type of plans needed. For example: Site plan, Floor plan and/or Elevations. and/or Elevations. Page numbers or Page type. For example: A1, E2, Electrical, Mechanical, Plumbing, Building.

Void sheets will only be provided if requested. Include void sheets? YES NO

FEE SCHEDULE: \$ 7.50 1st plan page, plus \$5.00 for each additional plan page.
 \$ 2.00 per page for open permits list.
 \$ 0.15 per page copied.

NOTE: FOR RECORDS TO BE CONSIDERED OFFICIAL DOCUMENTS FROM THE CITY OF MIAMI, THEY MUST BE CERTIFIED.

CERTIFICATION FEE: \$1.00 additional per page. Requested certified? Yes No

Signature: _____

By signing this form you agree to the charges as listed above.

***Note: \$44.00 and \$10.00 search fees are non-refundable.**