



# City of Hialeah Building Department

## Microfilm and Records Request Form

*Please allow up to 1 week for Microfilm requests.  
Plans requests may take additional time to complete.*

PROCESS #: \_\_\_\_\_

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

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

Property Address: \_\_\_\_\_

Folio #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

### SPECIFY TYPE OF REQUEST

<input type="radio"/> <b>Microfilm</b> (Original Building Plans and Index Cards): 1944-1996
<input type="radio"/> <b>Plans</b> (in Storage): 1996-Present - <u>(additional fee may apply)</u> – <u>Select below Permit Type</u>
<input type="radio"/> Building/Construction Plans/Elevations
<input type="radio"/> Site Plan/Floor Plan/Structural Plans
<input type="radio"/> Electrical/Mechanical/Plumbing (2004 -To present)
<input type="radio"/> Roofing (2004 - To Present)
<input type="radio"/> Signs (2004 - To present)
<input type="radio"/> Permit Number/ Other, Explain: _____

\*\*\* Please be advised that in accordance with the General Records Schedule for GS1-SL for State and Local Government, The city may not have records available for residential properties with more than 10 years after the issuance of a certificate of occupancy. Plans for commercial, industrial and other uses (condo/multi-family) may be available between years 1944-1988.

\*\*\* Plans must be picked up within 30 days of completion or they will be destroy. Please note that additional fees may be required for reproduction of large plans. The Building Department does not guarantee the quality of prints.

- Single family/Townhouse/Duplex ..... \$ 15.00
- Commercial/Industrial/Multifamily/Other ..... \$ 45.00
- Certified Copies ..... \$ 1.00 per page

**TOTAL: \$** \_\_\_\_\_ (non-refundable fee)

**ACCOUNT # 141.4300.322140**

**Applicant Signature:** \_\_\_\_\_

WARNING: By signing this form, I acknowledge that the public record (s) I am seeing may contain copyrighted information, and I may be liable for violating the Federal Copyright Law if circumstances warrant.