



City of Hialeah Building Division

OPEN PERMIT / CO or CC RESEARCH REQUEST FORM (from 1997 to present)

If additional info required, please fill out microfilm History Requisition.

Date: _____

Hialeah Address: _____
(property address requested for open permit research)

Hialeah Property Folio # 04- ____ - ____ - ____ - ____ - ____ - ____ - ____

Company Name Requesting Search: _____

Phone Number # : _____

Fax #: _____

(print name of person requesting open permit / history research)

(signature)

******DO NOT WRITE BELOW THIS LINE-THIS IS FOR CITY OF HIALEAH EMPLOYEE USE ONLY******

Fees will be as follows:

Date Received: _____

Time Received: _____

Minimum fee per address **\$ 60.00**
(Includes 1st 15 minutes & up to 5 pages of copies)

Additional fees exceeding the minimum are: _____

(search done by)

Research \$1.00 per minute x ____ minutes = \$ _____

Copies @ 0.25 ¢ per page x ____ pages = \$ _____

Date search completed: _____

Expedite Charge: **Residential \$130.00 Commercial \$275.00**

Total Fee.....= \$ _____

Open Permit Process needs a prepaid envelope and payment to be accompanied with this form.

Property History Search Residential/ Multi-family 1-4 units or Commercial/Industrial/ multi more than 4 units, please go to File Room
Lien Searches, please go to City Clerk - Code Violations, please go to Code Compliance - Re-Occupancy, please go to Zoning

Monday – Friday from **8:00 a.m. – 3:00 p.m.**
501 Palm Avenue 2nd Floor Hialeah, Fl. 33010
Building Department Phone (305-883-5825) Fax (305-883-8082)

