



## CITY OF HIALEAH

### BUILDING DEPARTMENT-RECORDS REQUEST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Year Built: \_\_\_\_\_

Property address: \_\_\_\_\_ Folio # \_\_\_\_\_

Home/Office #: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Please check off item(s) needed:

- |   |   |
|---|---|
| <input type="checkbox"/> Construction Plans | <input type="checkbox"/> Plumbing Plan      |
| <input type="checkbox"/> Floor Plan         | <input type="checkbox"/> Permit Application |
| <input type="checkbox"/> Structural Plan    | <input type="checkbox"/> C.O./C.C           |
| <input type="checkbox"/> Electrical Plan    | <input type="checkbox"/> Inspection History |
| <input type="checkbox"/> Elevations         | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> Mechanical Plan    |   |

Please check request type of standard microfilm research:

- Residential \$15.00
- Commercial \$45.00

- View only – Standard microfilm research Residential \$15.00/Commercial \$45.00
- Copies- \$1.00 each sheet
- Certified copies- \$1.50 each page
- CD/PDF emailed- \$5.00 each page
- Mailed documents additional \$20.00 plus postage
- Expedite Charge : Residential \$130.00 Commercial \$275.00

**TOTAL \$** \_\_\_\_\_ (non-refundable administrative fees for services performed)

Note: Box retrieval charges may apply for microfilm older than 1999, at a rate of \$75 per box and \$15.00 for each additional box.

**OWNER/REPRESENTATIVE AUTHORIZATION SIGNATURE:** \_\_\_\_\_

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