



City of Hialeah Building Division

501 Palm Avenue, 2nd Floor, Hialeah, FL 33010

Office: 305.883.5825 Fax: 305.883.8082

Monday to Friday from 8:00 AM to 3:00 PM

OPEN PERMIT RESEARCH REQUEST FORM (From 1996 to present)

(If additional information required, please fill out Records Request Form)

Date: _____

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

Hialeah Property Folio: 04 - _____ - _____ - _____ 04 - _____ - _____ - _____

Company Name Requesting Search: _____

Phone Number: _____ Fax: _____

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

(Signature)

DO NOT WRITE BELOW THIS LINE - OFFICIAL USE ONLY

Date Received: _____
(Search done by)

Time Received: _____

There is a **\$60.00** minimum research fee per address (Includes 1st 15 minutes & up to 5 pages of copies)
Provide a self-addressed stamped envelope and payment with your request.

Additional fees exceeding the minimum are:

Date search completed _____

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

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

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

Total Fee \$ _____

Contact Records Room for Property History Search, City Clerk for Lien Searches, Code Compliance Department for Code Violations and Zoning Department for Re-Occupancy