



City of Hialeah Building Department

Microfilm and Records Request Form

Please allow up to 3 weeks for processing

PROCESS #: _____

Name: _____

Date: _____

Property Address: _____

Folio #: _____

E-mail: _____

Phone #: _____

TYPE OF REQUEST

<ul style="list-style-type: none"> <input type="radio"/> Microfilm (Original Building Plans and Index Cards): 1944-1996 <input type="radio"/> Plans (in Storage): 1996-Present, Permit # _____ (additional fee may applied)
<ul style="list-style-type: none"> <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): Permit # _____ <input type="radio"/> Roofing (2004 - To Present): Permit # _____ <input type="radio"/> Signs (2004 - To present): Permit # _____ <input type="radio"/> 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
- Other Format (USB Flash Drive) \$ 5.00
- Certified Copies \$ 1.50 per page
- Expedite Fee (72 hrs).....\$ 130.00 Residential & \$ 275.00 Commercial

TOTAL: \$ _____ (non-refundable fee)

ACCOUNT # 141.4300.322140

Applicant Signature: _____