



City of Miramar | Building Division

Building, Planning & Zoning Department
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www.miramarfl.gov

PUBLIC RECORD REQUEST

Florida Statutes do not specify any standard format to request "Public Record". You may request any Public Record by using any other ways or formats (i.e. email, letters, etc.) This form is only for the fee purposes and a reference for tracking your request to the person having custody of the public records in the Building Division, Community & Economic Development Dept. City of Miramar, Florida.

General Records Schedule GS1-SL for State and Local Government Agencies EFFECTIVE: FEBRUARY 19, 2015-
 ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL Item #252. This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other government departments may hold duplicates for their reference use. Refer to Chapter 553, Florida Statutes, Building Construction Standards, and Section 95.11 (3)©, Florida Statutes, Statue of Limitations regarding design, planning, or construction of an improvement to real property. RETENTION: 10 anniversary years after issuance of certificate of occupancy.

ATTENTION: As per above Florida State Law, the Building Division of City of Miramar does not need to keep on record Residential Plans with more than 10 years after issuance of certificate of occupancy, therefore, some records may not be available.

Date:

Address (For Public Record):

Miramar

Zip FL

Name (print):

Phone:

Email:

Information being requested:

Plans

Survey

Other (Specify):

Provide detailed information about the requested documents (i.e. Plumbing Plans, Architectural Floor Plans, Structural Plans, etc.)

FOR OFFICE USE ONLY - BUILDING DIVISION STAFF

FORMAT / PAGE SIZE

COST / PAGE

COPIES

COST \$

SINGLE SIDE - LETTER SIZE (8 1/2 X 11)

0.15

DOUBLE SIDE - LETTER SIZE (8 1/2 X 11)

0.20

11" X 17" PAGE

1.00

LARGE PLANS 24" X 36"

5.00

CD/DVD (IF INFORMATION IS AVAILABLE)

6.00

Plans will be in TIFF or PDF Format

CERTIFIED PLANS

80.25

011-41-404-524-000-342160