



City of Miramar | Building Division

Building, Planning & Zoning Department
 2200 Civic Center Place | Miramar, Florida 33025
 Tel: 954.602.3200 | Fax: 954.602.3635
 www.miramarfl.gov

**BUILDING 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 GSI-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

Date: _____	RECORDS REQUESTS CAN TAKE UP TO 2 WEEKS TO PROCESS
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PLEASE PRINT CLEARLY

Address (For Public Record): _____	Miramar, FL ZIP: _____
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Name (print): _____

Phone: _____	Email: _____
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Information requested (please circle, and fill in info if required):

Permit Number _____	Certified Set to use for inspection	Copy of Plans for reference only
Permit Card	Survey	Copy of Blueprints
Other (see below)		

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

FOR OFFICE USE ONLY -BUILDING DIVISION STAFF

FOMRAT / PAGE SIZE	COST / PAGE	# COPIES	Cost \$
SINGLE SIDE -LETTER SIZE (8.5 x 11)	\$0.15		\$
DOUBLE SIDE -LETTER SIZE (8.5 x 11)	\$0.20		\$
11 x 17 page	\$1.00		\$
LARGE PLANS 24" x 36"	\$5.00		\$
DIGITAL (Please provide NEW unopened USB drive)	\$6.00		\$
CERTIFIED SET	\$ 81.00 per trade/sub		\$
PERMIT CARD / PERMIT CARD WITH INSPECTIONS	\$32.50 / \$81.00		\$