



**City of Miami**  
BUILDING DEPARTMENT

**PLANS REQUEST FORM**

Today's Date: \_\_\_\_\_

PLEASE PICK UP YOUR REQUEST ON  
\_\_\_\_\_  
**Between the hours of 2:00 pm – 3:00 pm**  
Plans must be picked up within 30 days of completion or they will be destroyed, and a new request plus add'l. fees will apply.

**PERSON REQUESTING PLANS**

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**PLANS NEEDED**

Address: \_\_\_\_\_

Folio #: 01 - \_\_\_\_\_

- Type of Building:     Residence (SFR)     Commercial (COM)  
                                   Bank, School, or Assisted Living Facility (REQUIRES A NOTARIZED LETTER)

Please give a detailed description of the type of plans needed. For example: Site plan, Floor plan(and/or Elevations. Page numbers or Page type. For example: A1, E2, Electrical, Mechanical, Plumbing, Building.

- Full Set:** Includes all the plans pertaining to the permit number provided. **Void Sheets are not included.**  
**VOID SHEETS: YES     NO     (Void sheets will only be provided if requested.)**

*For all documents to be certified as true copies: Add \$1.00 certification fee.*

**FOR OFFICIAL USE**

Charges: \$8.50 for 1<sup>st</sup> page & 6.00 for each additional page.

<b>Deposit fee:</b>		<b>\$ 8.50</b>
<b># of sheets copied:</b>		
<b>Fee for Add'l copies:</b>	<b>x 6.00</b>	<b>\$</b>
<b>TOTAL DUE:</b>		<b>\$</b>

(Subtract deposit amount)