



<b>PAID</b>	<b>\$</b>
<b>RECEIPT #</b>	
<b>Balance Due</b>	<b>\$</b>

**UNSAFE STRUCTURES FILE SEARCH REQUEST** Rev. 05-11-2015

*Please anticipate **15 working days** for the completion of your request.*

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.

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

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

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

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

**PROPERTY TO BE SEARCHED**

Unsafe Structures Case Address: \_\_\_\_\_

Case Number (Required): \_\_\_\_\_

**NON REFUNDABLE FEES:**

Prepaid file search fee:	\$ 44.00
Prepaid CD Fee (pictures only)	47.50
Prepaid charge of \$ 0.15 per hard copy	

For mail-in payments: Make check payable to City of Miami and mail it to the address shown below.  
 Cash or credit card payments are accepted in person only.

- CHECK TYPE OF DOCUMENT:**
- First & Final Notices of Violation (2 pages)
  - Pending Lien (1 page)
  - Notice of Lien (1 page)
  - Certificates Cancelling Liens (2 pages)
  - USSB Decision Order: 2+ months old (2 pages)
  - All Documents in the File (Unknown Number)  
*Additional charge is to be paid when picking up.*
  - Electronic Pictures from CityView (CD \_\_\_\_\_ bytes)
  - OTHER

**SCANNED FILES AVAILABLE IN LASERFICHE:**     Yes     No

**City of Miami**  
 Building Department, Unsafe Structures Section  
 444 SW 2<sup>nd</sup> Avenue, Miami, FL 33130  
 Tel. 305-416-1115 / Fax. 305-416-2196  
[www.miamigov.com/building](http://www.miamigov.com/building)