



DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES

REQUEST FOR RELEASE OF BUILDING PLANS RECORDS

To ensure the timely release of exempted public records, including plans for county facilities, the requestor must complete the following form.

Obtain Approval from the **Department Director or the Assistant Department Director Only.**

The Department's contact person will then fax the completed form with requested department's approval, to the Miami Dade Police Department, for MDPD approval and they will send it back to the Department Contact person after review. The Department's contact person in turn will contact the requestor. Upon completion of all required approvals, contact the Microfilm Section at (786)315-2340 to schedule an appointment. Make sure to bring **the completed form and a valid picture ID** in order to process your request.

1. Project:	
2. Property & Location:	
3. Requestor: (Company name, address and telephone number)	
4. Name(s) & Date(s) of Birth of Corporate Agent(s), Officer(s) & Director(s)	<u>(ONLY THE PERSONS LISTED IN THIS AREA WILL BE ALLOWED TO RETRIVE THE PLANS)</u>
5. Justification: (Types of plans and reason for request)	
6. Department:	
7. Dept. Contact Person:	

The requesting department concurs with this request and hereby seeks authorization to issue the requested documents. **Please contact the Microfilm & Plans Library Section if you need the MDPD contact information.**

Department Director's Name (Please Print)	Signature	Date
Reviewed/No Concerns:		

Homeland Security Bureau Lieutenant, Signature & Print	Date
Miami-Dade Police Department	

Please do not alter or modify this form

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Instructions for Request for Release Form

1. The customer requesting plans from the Microfilm and Plans Library for a property which is owned and/or operated by a government agency will need approval from the Department Director or Assistant Department Director. Please note the form must be approved by the **Department Director or an Assistant Department Director** of that agency for that facility. The customer must provide the form with sections 1-5 completed to the contact person of that County Agency.
 - The name of the County Agency contact person along with their telephone and fax numbers should be included on the form in the box in section 7 **“Dept. Contact Person”**.
 - Please note that section 4 must clearly specify the name of the person which is physically going to pick-up the plans from the Microfilm and Plans Library Section. **The plans will only be provided to the person(s) listed in this area.**
2. The County Agency contact person accepts the completed form from the requestor and submits the completed form to the Director or Assistant Director of the Agency for approval signature. See section: **“Department Director” (print name / signature)**.
3. Once the form is signed by the Director or Assistant Director, the County Agency contact person will then internally fax the approved signed form to MDPD. **Note: MDPD only accepts internally faxed forms from the contact person within County Departments.**
4. MDPD will complete their verification and obtain MDPD approval signature. MDPD will then fax back the form signed to the contact person. This process verifies for MDPD that the form has gone through the internal County approvals. See section **“Reviewed/No Concerns”**.
5. Last, the Miami Dade County Agency contact person will contact the requestor and provide them with signed the approval. The requestor will then schedule an appointment and bring the form (a copy is acceptable) to the Microfilm Department to be submitted at the time of their appointment. At that time we will request a form of identification for confirmation that the person picking up the plans is the person listed on the Request for Release form.

For any questions or concerns please contact the Microfilm and Plans Library at (786)315-2340