NOTICE TO PERMIT APPLICANTS

JOB COPY PRINTING INSTRUCTIONS FOR CONCURRENT PLANS PROCESSING (CPP) CUSTOMERS

When the permit is issued, you will receive an e-mail (if you provide a valid e-mail address) advising that the permit was obtained and that the plans are ready to be retrieved electronically. The e-mail will provide the link where you can view and print the final set of plans at no additional cost. This link will be available for 30 days after the e-mail is issued.

You are responsible for delivering an official printed job copy of the plan set to the job site. The printed job copy must contain:

1. The MDC watermark on every page.
2. The MDC stamps and signatures from required plans examiners. The stamps and signatures on the paper job copy must be reconcilable against the electronic records at the time of inspection.
3. Please print the job copy on appropriate size paper so the plans will be legible in the field for the Building Inspectors.

If you do not receive the e-mail message or if you prefer you can print the official job copy by visiting the Building Department website at www.miamidade.gov/building/plantrack.asp then enter the process number and press submit. Then press the view permit and print as instructed.

After 30 days, you will have to logon to the e-Microfilm website: http://bldgappl.miamidade.gov/microfilm/ and pay a fee per permit or address to retrieve and print the plans.

Thank you for your attention to this matter.