RELEASE OF PLANS AND RECORDS PROCESS

General process for the release of plans and records for Miami-Dade County facilities either rented or owned

- In accordance with Florida Statutes Section 119.071, all county facility building plans and records are exempt from public records laws.

- Individuals, companies or agencies needing to review any MDT facility plan must do so in writing and provide justification. This will include providing project name, property & location, requestor's information, names and date of birth for corporate officers, justification for the type of plans being requested, department and department contact person.

- In order to comply with FS 119.071 (3)a 2b, non governmental parties (developers, architects, consultants, etc) will be required to give their Florida license (Professional Engineer, Architectural, General Contractor, etc) number to obtain approval.

- The Miami-Dade County policy for a release of building plans requires internal and external review and approval by the Miami-Dade Police Department.

- Once the approval is received, requestors must schedule an appointment with MDT Document Control to review the requested documents by calling 786-469-5268 or via e-mail at vxv@miamidade.gov. As required by Florida State Statutes the reviewer will be asked to maintain an exempt status when retrieving documents and sign a document stating that hard copies or CDs received will be safeguarded and will not be disclosed or provided to third parties.

- Fees for obtaining copies are as follows: $.15 per single 8 ½ x 11 page; $.20 per double 8 ½ x 11 sided page; $.30 per 11x 17 page; and $1.00 per certified true copy page. All copies will be stamped certified true copy unless otherwise requested.

MIAMI DADE TRANSIT FACILITIES PLANS

REQUESTOR'S INFORMATION

NAME: _____

Address: _____

Phone #: _____

PROFESSION:

- ☐ Licensed Contractor # _____
- ☐ Licensed Architect # _____
- ☐ Licensed Engineer # _____
- ☐ Other: _____

State Final Purpose for Plans: _____

_____

_____

_____

_____

Plans being requested: _____

_____

_____

_____

By signing this request, I certify that the copies provided by the COUNTY will be safeguarded and will not be disclosed or provided to third parties.

_____ _____

Requestor's Signature Date

Request for Release of Building Plans & Records

To ensure the timely release of information with public records exemption, including plans for county facilities, please complete the following form and submit, along with the written request of the interested party, to Miami-Dade Transit at vxv@miamidade.gov or fax to (786) 469-5578.

Project:	
Property & Location:	
Requestor: (company name, address and phone number)	
Name(s) & Date(s) of Birth of all Corporate Agent(s), Officer(s) & Director(s)	
Justification: (types of plans & use by request)	
Department:	Miami-Dade Transit
Dept. Contact Person: (include telephone number & fax)	Vivian Uchdorf, Manager - Document Management (786) 469-5268 phone (786) 469-5578 fax

The requesting department concurs with this request and hereby seeks authorization to issue the requested documents.

Vivian Uchdorf
Manager, Document Control

Date:

Reviewed /No Concerns:

Glenn Stolzeberg, Major
Miami-Dade Police Department

Date: