

## 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 DTPW 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 DTPW Document Control to review the requested documents by calling 786-469-5229 or via e-mail at [jjw@miamidade.gov](mailto:jjw@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 COs 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 x 11 page; \$.20 per double 8 x 11 sided page; \$.30 per 11 x 17 page; and \$1.00 per certified true copy page. All copies will be stamped certified true copy unless otherwise requested.

**MIAMI DADE COUNTY  
DEPT. TRANSPORTATION & PUBLIC WORKS  
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 the Department of Transportation and Public Works at [mdtpublicrecords@miamidade.gov](mailto:mdtpublicrecords@miamidade.gov) or by fax at 786-469-5492.

<b>Project:</b>	
<b>Property &amp; Location:</b>	
<b>Requestor:</b> (company name, address and phone number)	
<b>Name(s) &amp; Date(s) of Birth of all Corporate Agent(s), Officer(s) &amp; Director(s)</b>	
<b>Justification:</b> (types of plans & use by request)	
<b>Department:</b>	Department of Transportation and Public Works
<b>Dept. Contact Person:</b> (include telephone number & fax)	Jennifer Walker, Chief, Human Resources (786) 469-5229 (786) 469-5492 (fax)

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

\_\_\_\_\_  
Jennifer Walker  
Chief, Human Resources

\_\_\_\_\_  
Date

Reviewed/No Concerns:

\_\_\_\_\_  
Homeland Security Bureau Lieutenant  
Miami-Dade Police Department

\_\_\_\_\_  
Date