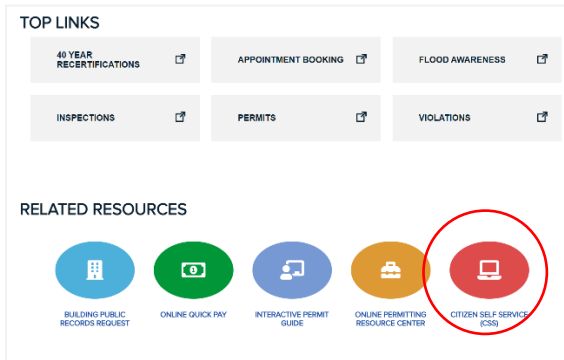
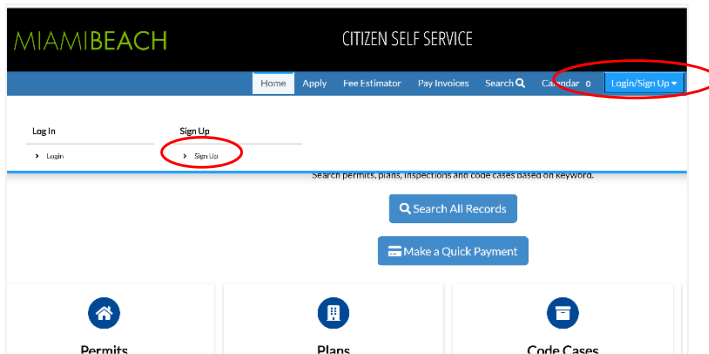


# Submitting a Building Department Records Request via CSS

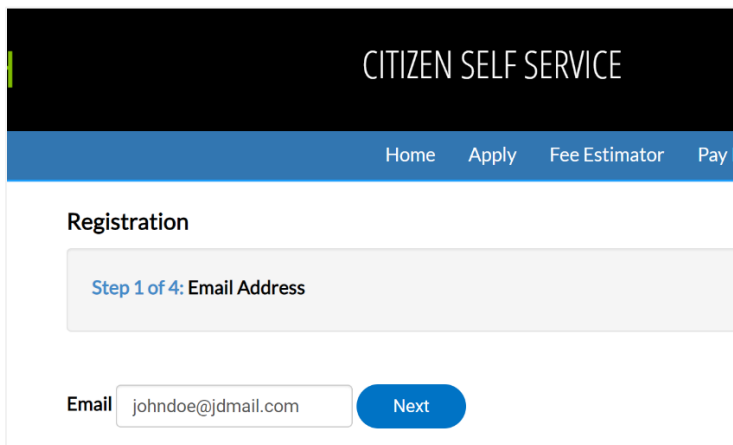
1. Go to <https://www.miamibeachfl.gov/city-hall/building/> and click on the [Citizen Self Service \(CSS\)](#) icon within Related Resources.



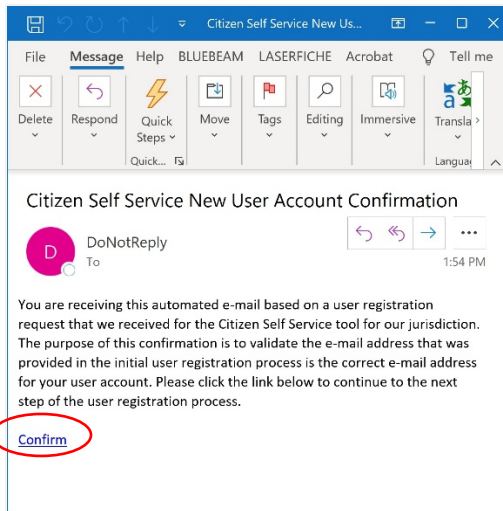
2. Login to begin the process (Skip to #8) . If you do not have a CSS account, click **Login/Sign Up>Sign Up** to create an account.



3. Enter your email address and click **Next**. You will receive an email to confirm you email address.



4. From the email, click **Confirm**.



5. Enter a user name and password. Then, click the check box next to **"I'm not a robot"** and click **Next**.

The screenshot displays the "Registration Step 2 of 4: Login information" form. At the top right, it says "\*REQUIRED". The form includes a "I'm not a robot" checkbox which is checked and has a green checkmark icon next to it. Below this are input fields for "Username" (containing "jdoe123"), "Password" (masked with dots), and "Confirm Password" (masked with dots). A green progress bar labeled "Strong" is positioned between the password and confirm password fields. The "Email" field contains "johndoe@gmail.com". A blue "Next" button is located at the bottom center of the form.

6. Enter your **First** and **Last** name. **Company** is optional. Select your **Contact Preference** and click **Next**.

The screenshot shows the "Registration Step 3 of 4: Personal Info" form. At the top right, it says "\*REQUIRED". The form contains input fields for "First Name" (containing "John"), "Middle Name", and "Last Name" (containing "Doe"). There is an optional "Company" field. A "Contact Preference" dropdown menu is set to "Email". Below that is an "Email Address" field containing "johndoe@gmail.com". A blue "Next" button is at the bottom center. A link for "Additional Contact Information" is located at the bottom left.

7. Enter your address and select the **Address Type**. Then, click **Submit**.

Registration  
Step 4 of 4: Address

Country Type: US \*REQUIRED

\* Street Number: 1700

Street Name: Convention Center Dr

Unit Or Suite:

City: Miami Beach

State: FL

Postal Code: 33139

\* Address Type: Mailing Address

Back Submit

8. Click **Apply for Permits Online**.

MIAMI BEACH CITIZEN SELF SERVICE

Welcome to Miami Beach Citizen Self Service(CSS)

Search permits, plans, inspections and code cases based on keyword.

Search All Records

Make a Quick Payment

**Permits**  
Apply for Permits Online  
Search for Permits  
Search for Inspections related to Permits  
Eliminate Permit Fees  
Interactive Permit Guide  
Online Permitting Resource Center

**Plans**  
Apply for Plans Online  
Search for an existing Plan  
Estimate Plan Fees

**Code Cases**  
Search for Code Cases  
Report Code Complaint  
Special Matter Cases  
Special Master Case Synopses and Agendas  
Request an Invoice

**Licensing**  
Apply for a Business Tax Receipt Online  
Search for Business Tax Receipts  
Sign Up or Pay Your Recent Tax

Additional Resources  
For video tutorials on how-to-use, click here.

9. Look for **Building – Records Requests** and click **Apply**.

MIAMI BEACH CITIZEN SELF SERVICE

Application Assistant

Search for application names and keywords

All Trending Business Tax Receipt **PERMITS** PLANS

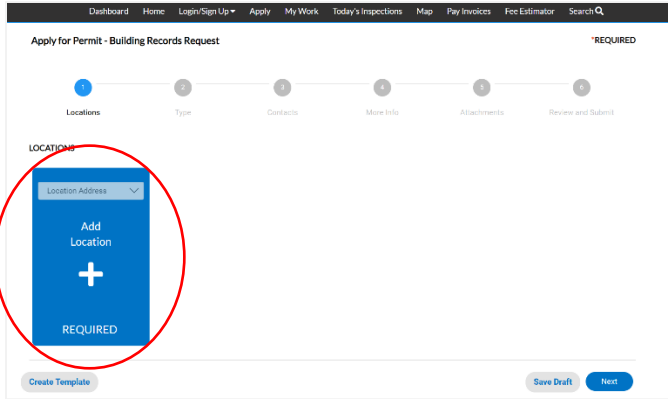
Show Categories

**Building Online Application (BOA)**  
Category Name: Building  
Description: Please use this application for any new Building and Fire permit requests, NO revisions or MEP sub-permits. These have their own applications. NO documents or plans are to be uploaded on this BOA application. Only enter information. Staff will review and generate a permit based on the information entered. There is a \$50 (non-refundable) processing fee, mail to be received to the actual permit.  
Apply

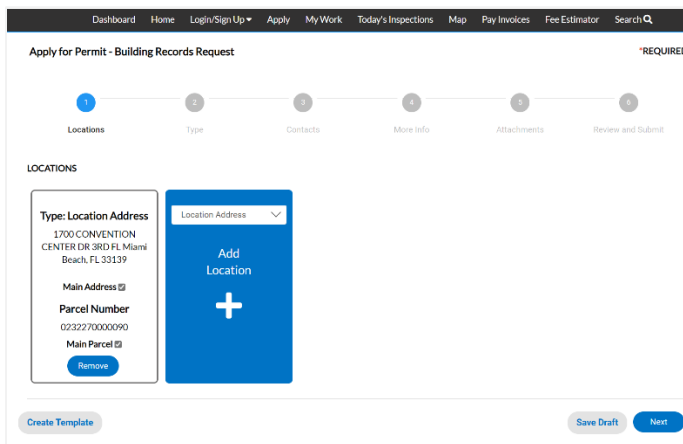
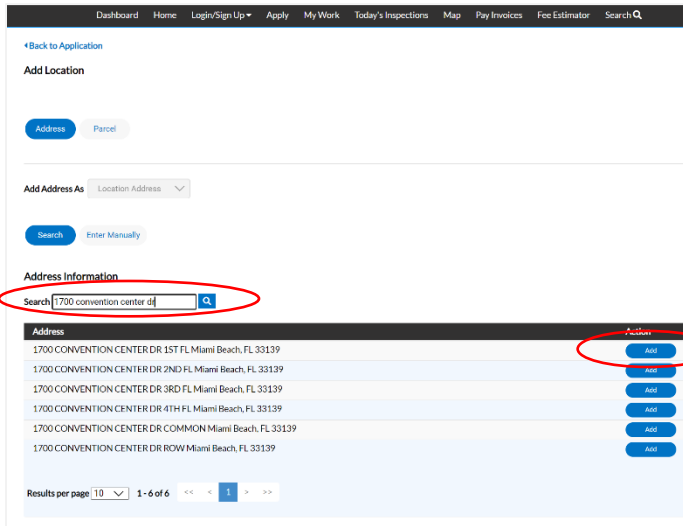
**Building – Records Requests - Records Requests**  
Category Name: Building  
Description: Building - Records Requests - Records Requests.  
Apply

**Commercial Building(Including Condo) - A/C exact change out**  
Category Name: Building  
Description: Exact Change out of an A/C UNIT. You must do a signed and notarized permit application, a cost  
Apply

10. Click **Add Location**.



11. Search for the address you wish to get records for and click **Add** and then click **Next**.



12. In the Description field, enter the description of the records you are requesting and click **Next**. Then, click **Next** again.

Dashboard Home Login/Sign Up Apply My Work Today's Inspections Map Pay Invoices Fee Estimator Search

### Apply for Permit - Building Records Request REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Review and Submit

**PERMIT DETAILS**

Please be advised that, pursuant to Florida Statutes 281.301 and 119.071(3)(a), information relating to the security or firesafety systems for any property owned by or leased to the state or any of its political subdivisions, and information relating to the security or firesafety systems for any privately owned or leased property which is in the possession of any agency, including all records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to or revealing such systems or information are confidential and exempt from Fla. Statute 119.07 and Section 24(a), Art. I of the Florida Constitution.

**Permit Type** Building Records Request

**Description** Need floor plans

**Valuation**

Buttons: Back, Create Template, Save Draft, Next

Dashboard Home Login/Sign Up Apply My Work Today's Inspections Map Pay Invoices Fee Estimator Search

### Apply for Permit - Building Records Request REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Review and Submit

**CONTACTS**

**Applicant**  
Victor Armendariz (You)  
1700 Convention Center,  
Miami Beach, FL, USA, 33139

**Add Contact**

Buttons: Back, Create Template, Save Draft, Next

13. Select the checkbox(es) for the type of record(s) you are requesting. If requesting a copy of plans to present at the job site for ongoing inspections, select the **Lost Plans** checkbox and enter the permit number within the **Lost Plans** text field. Select your preferred delivery option; **Prints**, **CD** or **Online Delivery**. Then, click **Next**.

The screenshot shows the 'Apply for Permit - Building Records Request' form at step 4, 'More Info'. The progress bar at the top indicates steps 1 through 6, with step 4 highlighted. The 'Request Type' section contains a list of checkboxes: 'Plans - All Available', 'Floor Plans Only' (checked), 'Certificate of Occupancy', 'Permit History Report', 'Inspection History Report', 'Building Recertification', 'Open Violations Report', 'Building Card', 'Lost Plans', and 'Permit Application'. Below this, there are fields for 'Certified Copy', 'Lost Plans Permit No.', and 'Permit Application No.'. A 'Request Type Other' text area is also present. At the bottom, three delivery options are listed: 'Prints', 'CD', and 'Online Delivery' (checked). A red circle highlights the 'Prints', 'CD', and 'Online Delivery' options. Navigation buttons 'Back', 'Create Template', 'Save Draft', and 'Next' are visible at the bottom.

14. Click **Next** to skip this step.

The screenshot shows the 'Apply for Permit - Building Records Request' form at step 5, 'Attachments'. The progress bar at the top indicates steps 1 through 6, with step 5 highlighted. The 'Attachments' section features a blue 'Add Attachment' button with a plus sign. Below the button, a list of supported file formats is provided: .jpg, .png, .jpeg, .gif, .tif, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, .dwf. Navigation buttons 'Back', 'Create Template', 'Save Draft', and 'Next' are visible at the bottom.

15. Then, click **Submit**.

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Apply for Permit - Building Records Request **REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

Submit

Locations

Location Address 1700 CONVENTION CENTER DR 3RD FL Miami Beach, FL 33139

Parcel Number 023227000090

Basic Info

Type Building Records Request

Description Need floor plans.

Valuation

Applied Date 09/14/2021

Contacts

Applicant Victor Armandaritz  
1700 Convention Center - Miami Beach, FL, USA, 33139

More Info

Request Type

- Plans - All Available
- Floor Plans Only
- Certificate of Occupancy
- Permit History Report
- Inspection History Report
- Building Recertification
- Open Violations Report
- Building Card
- Lost Plans
- Permit Application

Certified Copy

Lost Plans Permit No:

Permit Application No:

Request Type Other

Prints

CD

Online Delivery

Attachments

Back Create Template Save Draft Submit

16. Lastly, a Building Records Request number is issued. You will be notified via email once your records request is complete.

Dashboard Home Login/Sign Up Apply My Work Today's Inspections Map Pay Invoices Fee Estimator Search

✓ Your permit application was submitted successfully.

Permit Number: **BRR2105199**

Internet Explorer 11 is required to use the eReviews portal.

Permit Details Tab Elements Main Menu

Type: Building Records Request Status: Initial Project Name:

IVR Number: 137595 Applied Date: 09/14/2021 Issue Date:

District: CCC Assigned To: Expire Date:

Valuation: \$0.00 Finalized Date:

Description: Need floor plans.

Summary Locations Fees Inspections eReviews Attachments Contacts Sub-Records More Info

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Workflow

- Blog - records request review
- Issue Permit and Change Status to "Issued"

Available Actions

No Actions