

Submitting a Building Department Records Request via CSS



1. Go to <u>https://www.miamibeachfl.gov/city-hall/building/</u> and click on the <u>Citizen Self Service</u> (<u>CSS</u>) 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.

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

	CITIZEN	SELF S	SERVICE	
	Home	Apply	Fee Estimator	Pay Iı
Registration				
Step 1 of 4: Email Address				
Email johndoe@jdmail.com	Next			

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 lcik **Next**.

Registration		
Step 2 of 4: Login information		
(not a robot	*REQUIRED
* Username	jdoe123	
* Password		
	Sirong	
* Confirm Password		
Email	johndoe@gmail.com	
	Next	

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

Registration		
Step 3 of 4: Personal Info		
		*REQUIRED
* First Name	John	
Middle Name		
* Last Name	Doe	
Company		
* Contact Preference	Email	
* Email Address	johndoe@gmail.com	
Additional Contact Information		
	Next	

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

Registration		
Step 4 of 4: Address		
		*REQUIRED
Country Type	US ~	
* Street Number	1/00	
Street Name	Convention Center Dr	
Unit Or Suite		
City	Miami Beach	
State	FL V	
Postal Code	33139	
* Address Type	Mailing Address	
	Back Submit	

8. Click Apply for Permits Online.

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	Additio	nal Resources son how-to-use, click here.	

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

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	> Show Categories								
	Building Online Application Category Name: Building	BOA) Description: Please use this application for any new permits. These have their own application only enter information. St entered. There is a \$50 (non-refundab)	Building and Fire permit requests. No ons. NO documents or plans are to bo ("will review and generate a permit e) processing fee that is credited to th	D revisions or MEP sub- cuploaded on this BOA based on the information re actual permit.	Αρτίγ				
<	Building – Records Request Category Name Building	- Records Bequests Description: Building - Records Requests - Records	Requests		Apply				
	Commercial Building(Inclue Category Name: Building	ng Condo) - A/C exact change out Description: Exact Change out of an A/C Unit. You of	ust upload a signed and rotarized pe	mit 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**.

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

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Locations	Туре	Contacts	More Info	Attachments	Review and Submit
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ease be advised that, pursu ised to the state or any of i e possession of any agency nsultations or portions the the Florida Constitution.	ant to Florida Statutes 281.30 ts political subdivisions, and in ; including <i>all</i> records, informa reof relating directly to or rev	01 and 119.071(3)(a), inform formation relating to the se tion, photographs, audio an ealing such systems or infor	nation relating to the securi curity or firesafety system: d visual presentations, sche mation are confidential and	ty or firesafety systems for a for any privately owned or matic diagrams, surveys, re d exempt from Fla. Statute :	any property owned by or leased property which is in commendations, or 119.07 and Section 24(a), Art. I
Permit Type	Duilding Records Request	\sim			
Description	Need floor plans.)		
Valuation					
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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.

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Locations	Туре		Contacts	More Info		
MORE INFO						
	Request Type		Plans - All Available			Top f
			Floor Plans Only			
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14. Click **Next** to skip this step.



15. Then, click **Submit**.

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Locations								
	Location Address		1700 CON	VENTION CE	NTER DR 3RD FL Mlam	il Beach, FL 33139		
	Parcel Number		02322700	00090				
Basic Info								
	Туре		Building Re	cords Reque	t			
	Description		Need floor	plans.				
	Valuation Applied Date		09/14/202	1				
	Appried Date		07/14/202					
Contacts								
	Applicant		Victor Arm	endariz				
			1700 Com	ention Cente	r, Miami Beach, FL, USA	, 33139		
More Info							Top	fain Me
		Request Type	P	lans - All Availa	ble			
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	Re	quest Type Other						
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16. Lastly, a Building Records Request number is issued. You will be notified via email once your records request is complete.

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✓ Your permit application	was submitted	successfully.							
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