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**.

6. Enter your **First** and **Last** name. **Company** is optional. Select your **Contact Preference** and click **Next**.
7. Enter your address and select the **Address Type**. Then, click **Submit**.

8. Click Apply for Permits Online.

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

14. Click **Next** to skip this step.
15. Then, click Submit.

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