



July 13, 2018

**MEMORANDUM**

**BULLETIN G-05-18**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., Chief,  
Building Inspection Division

**Subject: Public Records Requests  
Records Duplication Authorization**

Florida Statute 119.071(3) exempts certain records from Public Records Requests without obtaining the owner's permission. These include, but are not limited to:

1. Security or firesafety plan **for any privately owned property** (*emphasis added*)
2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, health care facility, or hotel or motel development, with the specific definitions for these facilities are further defined in F.S. 119.071(3)(c).

Item 1 is a very broad restriction and would include **any** document relating to fire alarms or fire suppression systems. The statute also states "...that this exemption apply to security or firesafety system plans held by an agency before, on or after the effective date of this paragraph".

For projects other than single family or duplexes, the plans and other documents supplied for permit purposes and are ultimately scanned into our electronic files may contain various "exempt" documents as noted above throughout the records such that trying to separate the exempt files would be nearly impossible.

Therefore, **Effective August 6, 2018**, any Public Records Request for documents from the Building Inspection Division Archives, for any structure other than a single family or duplex, must be accompanied by a completed Records Duplication Authorization. See attached.

# Records Duplication Authorization

Date: \_\_\_\_\_

I am the owner of property located at \_\_\_\_\_  
Jacksonville, Florida. I give permission to:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Phone Number)

to obtain copies of plans, records or any other document held by the Building  
Inspection Division, City of Jacksonville, Florida.

\_\_\_\_\_  
(Print Name) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date)

Notary Public at Large, State of \_\_\_\_\_, County of \_\_\_\_\_

Notary Seal:

My commission expires: \_\_\_\_\_

Personally Known: \_\_\_\_\_

Produced Identification: \_\_\_\_\_