



VILLAGE OF PALMETTO BAY  
 9705 E. HIBISCUS STREET  
 PALMETTO BAY, FLORIDA 33157  
 - (305) 259-1234 Fax: (305) 259-1290

Approved  
 \_\_\_\_\_  
 Edward Silva, Village Manager  
 \_\_\_\_\_  
 Date

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 10-19-18  
 NAME: Alex Bilinski  
 COMPANY: HQ Architecture  
 ADDRESS: \_\_\_\_\_  
 PHONE: 305-600-8912 FAX: \_\_\_\_\_  
 EMAIL: alex@hqarchitecture.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Copy of plans for any architectural, structural, mechanical, electrical and plumbing plans for the following building (shell): 13615 S. Dixie Hwy, Miami, FL 33176 - also - any build-out plans for tenant space #116 in the building (current tenant: "Perfect Touch")

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 FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2018-354  
 DATE FORWARDED: 10-22-18 ASSIGNED DEPT: Building  
 DATE REQUEST FILLED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_  
 ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_  
 HOW WAS REQUEST FILLED? \_\_\_\_\_  
 IF NOT FILLED, REASON: \_\_\_\_\_  
 BY: \_\_\_\_\_

## Melissa Dodge

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**From:** Alex Bilinski <alex@hqarchitecture.com>  
**Sent:** Friday, October 19, 2018 5:07 PM  
**To:** Melissa Dodge  
**Subject:** Request for records search

Dear Melissa,

It was nice talking to you on the phone.  
I would like to request a search for any Architectural, Structural, Mechanical, Electrical and Plumbing plans for the following building (shell):

**13615 S Dixie Hwy, Miami, FL 33176**

Additionally to the building shell plans, I would also like to request any build-out plans for **tenant space #116** in this building (current tenant: "Perfect Touch")

Thank you,



**Alex Bilinski, LEED AP**  
HQ Architecture  
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*High Quality Architecture + Design*