

Building FAQ's

Where is the Building Services Division located and what are the hours of operation?

The Building Services Division is located at 18605 NW 27th Avenue, Miami Gardens, FL 33056 and is open Monday through Thursday from 7:00 a.m. to 7:00 p.m. with the exception of major holidays.

Why obtain a permit?

- The Building Services Division reviews all permits to ensure they meet established minimum criteria. The review and approval process allows problems to be identified and corrected before any non-compliance work occurs.
- A permit allows an inspector who is knowledgeable in construction an opportunity to ensure that minimum code-prescribed construction requirements are met and that what is built meets minimum safety requirements.
- During the process of obtaining a permit, a contractor's license and insurance are verified.
- The transfer of property can be delayed when non-permitted work is discovered. Work completed without permits and/or inspections is deemed unsafe.
- Work that is done without a permit is subject to double permit fees and may have to be partially or completely demolished.

What types of changes require a permit at my place of business?

A permit is required to construct, enlarge, alter, repair, move, remove or demolish any building, structure or part thereof.

- All new construction work requires a building permit.
- All alterations to existing construction require a building permit.
- All tenant improvements require a building permit.
- A change in type of use (i.e., office space changing to a restaurant) requires a permit.

If there are any doubts as to whether a permit is required or any questions regarding obtaining a permit, call the Building Division at 305-622-8027 between 7:00 a.m. and 7:00 p.m. for assistance.

As a business owner, can I obtain my own building permit?

No, not usually. State Law requires construction to be done by licensed contractors. There is an exemption to this law, but very few business owners meet the requirements of the exemption. The exemption, along with other restrictions, requires the individual to own the property, and the building must be for your own use and occupancy. If you meet the criteria, an owner/builder affidavit is available in the Building Division.

The following repairs/replacement projects always require a Building Permit:

- Water heater change-out • All repairs due to a fire
- A/C change-out • Replacement of exterior doors
- Heat pump/heater recovery change-out • Replacement of exterior windows
- Tub/shower pan change-out • Any work to fences

- Yearly backflow recertification • Replacement of sky light
- Electrical service/meter can change-out, • Any change out to an electrical system repair, or alteration

What is needed in order to apply for a Building Permit?

To apply for a Building Permit, you will need the following:

1. A permit application with all required information completed.
2. Two (2) sets of plans drawn to scale, signed, and sealed by a professional engineer or architect, if applicable.
3. Proof of approval by the Miami-Dade County DERM for new buildings, additions to nonresidential buildings, interior commercial alterations, commercial re-roofs, commercial pools, land clearing and demolition.
4. Proof of approval by the Florida Department of Business and Professional Regulations is required for restaurants.
5. Plot plan or survey.
6. Energy calculations form and heating/cooling load calculations.
7. Product Approvals for all roofs, utility/storage sheds, windows, exterior doors, awnings, shutters and skylights, etc.
8. The Miami-Dade County Health Department approval for potable water and other issues for all Assisted Care Living Facilities, day care centers, hospitals, schools and other similar buildings.
9. For Structural, Electrical and Plumbing permits where the job costs are greater than \$2,500, as well as Mechanical permits where the job costs for A/C change-outs are greater than \$7,500, a Notice of Commencement is also required to be recorded with Miami-Dade County.

Prior to submittal of your permit application, please be sure you have obtained all required documentation. Missing information and/or documents might delay your permit being processed.

How much does it cost?

The cost varies based on the permit type. Our Fee Schedule is available in the City of Miami Gardens Building Services Division lobby and online at www.miamigardens-fl.gov.

How long does it take to get a Building Permit?

When your contractor/design professional submits the application package, a Permit and Licensing Clerk will check your application for accuracy and completeness. When completed, a building permit or notice that corrections are required can be obtained within 15 working days. If you are doing work that only requires one trade (i.e. electric only or plumbing only), your permit turnaround time will be shorter. For example, if you are only adding electrical outlets, you will only need an electric permit. If you are doing some electrical and plumbing work, you will need a General Contractor and your electrician and plumber will be subcontractors. If corrections are needed, your contractor/design professional will be notified and told to come in and pick up your plans to be corrected. Once the corrections have been made, the plans must

be resubmitted for a second review. Most construction requires review by three to seven different reviewers (Structural, Electrical, Mechanical, Plumbing, Zoning, Building, DERM, Fire, and Public Works). If everything is in compliance, and no corrections are necessary, turnaround should be within 15 business days, depending on the project size.

How can I check the progress of a permit application?

Contact the Call Center at 305-622-8027

Can I get a building permit application online?

- Yes

To get a building permit application online:

- Go to the City of Miami Gardens web site at: www.miamigardens-fl.gov
- Click on "City Services"
- Scroll down to "Building and Code"
- Click "Building Services"
- Scroll down to "Documents & Forms"
- Click "Building Permit Application" or any other form you may need.

Is there a maximum dollar value up to which new work can be done inside my place of business without a building permit?

No. All new construction requires a permit. All existing work, if altered, requires a permit. An addition or alteration to an existing structure is not considered maintenance or repair.

Can the work begin before getting a permit?

No— not usually. In an emergency such as air-conditioning replacement with the approval of the Building Official, work up to the first required inspection will be allowed.

How much time do I have to get the work done once a permit is issued?

Permits expire and become null and void if work is not started and an inspection is not requested 180 days from the issuance date of the permit. After such work has commenced, the permit will expire when work is suspended or abandoned for a period of 180 days. Lack of an approved inspection within 180 days will validate the job has been suspended or abandoned.

Who is responsible for scheduling an inspection when work is ready?

The permit holder or his/her agent is responsible for scheduling inspections when work is ready. To schedule an inspection call before 3 p.m. 305-622-8029., or to cancel an inspection call 305-622-8027 before 9 a.m.

Tips for hiring a contractor:

- Does the contractor have a valid License/Certificate of Competency?
- Can the contractor provide you with recent local references?

- Does the contractor have expired permits for other properties in the City of Miami Gardens? If so, they may not be able to obtain a permit for your project. For inquiries, call the Call Center at 305-622-8027.
- Has the contractor worked within the City of Miami Gardens previously?
- You can check with the State Department of Business and Professional Regulation and Miami-Dade Building Code Compliance Office for complaints against a contractor's license at www.myflorida.com/dbpr and <http://egvsys.metro-dade.com:1608/WWWSERV/ggvt/bnzawbcc.dia>.
- Will the contractor fulfill the contract and return after completion of the job for warranty issues?
- The City cannot make recommendations for contractors or professionals; however, we can tell you if a contractor is registered to work in our City. To find out, call the Building Services Division at 305-622-8027.

How can you tell if you are dealing with a licensed contractor?

Homeowners and contractors are required to apply for and post a permit card. If you are dealing with a contractor, be sure to check the name on the posted permit card. This name should match the name of your contractor's company. If not, you may be dealing with an unlicensed contractor who is being aided by a licensed contractor.

Why is it important to use a licensed contractor?

Using a licensed contractor allows the City to verify that the contractor has the proper insurance should there be an injury on the job or as a result of the job. It also helps ensure that the job is completed safely and to your satisfaction. Prior to making your final payment to the contractor, ask to see proof that all inspections have passed and make sure that you are satisfied with the work. You can do this by calling the Call Center at 305-622-8027.

What do expired permits mean for property owners?

Expired permits are a violation against the property, and the current property owner is responsible for making any corrections to close the expired permit(s). Also, if the contractor you hire has expired permits for another location or property in the City of Miami Gardens, they may not be able to obtain a permit for your project. For more information, call 305-622-8027.

When can I meet with someone to and walk in with my permit?

The "walk-thru" process has been designed to make the application for building permits easier for applicants and more efficient for the city. The walk-through process is available for roofing, re-roofing, window and doors. Walk-through hours are as follows:

Roofing and Re-roofing Commercial

Mondays thru Thursday

8 a.m. to 10 a.m.

Window, Doors and Shutters

Mondays thru Thursday

8 a.m. to 10 a.m.

Meeting Hours

Inspectors

8:00 a.m. to 9:00 a.m.

Monday through Thursday, except major holidays

Who can I contact?Inspectors and Reviewers

Oswaldo "Ozzie" Diaz, Building Official/Chief Plumbing Inspector - 305-622-8000 ext. 2648

Jose Rousseau Chief Building Inspector – 305-622-8000 ext. 2654

Ignacio Scull Building Inspector/Plan Reviewer - 305-622-8000 ext. 2657

Jose Porta Building Inspector/Plan Reviewer - 305-622-8000 ext. 2663

Carlos Naumann, Structural Plan Reviewer -305-622-8000 ext. 2642

Jorge Guasp, Chief Electrical Inspector - 305-622-8027 ext. 2646

Edwin Mierisch, Chief Mechanical Inspector - 305-622-8000 ext. 2660

Clerical Staff

Lisa Carbonell, Sr. Permitting and Licensing Clerk - 305-622-8000 ext. 2641

Athalie Edwards, Permitting and Licensing Clerk - 305-622-8000 ext. 2627

Teneil Lewlin, Permitting and Licensing Clerk - 305-622-8000 ext. 2642

Kimberly Otis, Permitting and Licensing Clerk - 305-622-8000 ext.2651

Vanessa Pope, AARP Volunteer, - 305-622-8000 ext. 2652

Rita Santana, Sr. Permitting and Licensing Clerk - 305-622-8000 ext.2655

Soykia Smith, Permitting and Licensing Clerk - 305-622-8000 ext. 2658

Karen Vasquez, Board Administrator – 305-622-8000 ext, 2656

FAX - 305-626-4220 or 305-626-4219