



BEFORE BUYING A HOME IN MIAMI SPRINGS

- ☐ A Re-Occupancy Certificate is **required** before closing on a property. The application is available at the Building Department. There is a fee of \$125.00 and the application must have the **original notarized signatures of all buyers and sellers** for the property. Someone must be present at the time of the inspection, which will be scheduled when the application is submitted.
- ☐ Contact the Finance Department at (305) 805-5000 to change the sanitation account to the new owner(s). Supporting documents (sale, warranty deed, etc.) may be required.
- ☐ Visit the Building Department and request to view the "Street File" of the property.
- ☐ Verify the following information:
 - That all permits have been finalized and closed.
 - That there are no existing Code violations.
 - That there are no liens on the property.
 - That there are no outstanding balances due.
 - That all construction was done with a permit.
- ☐ Closing an Open Permit:
 - *Building, Roofing and Miscellaneous Permits- Construction Completed:* Submit a letter to the Building Official including the property owner's name, contact information, permit number, type of work and property address requesting to renew the permit (permits expire six months after date of issuance or last inspection) and pay the \$125.00 renewal fee. Once the Building Official approves the renewal, the Building Department will contact the property owner to schedule for a final inspection. Contractor's licenses and insurances will have to be updated before scheduling a final inspection. A Hold Harmless must be completed to transfer the permit to another contractor in the event that the original contractor is no longer in business. The property owner will also have to write a letter to the original contractor stating that they are being removed from the permit and mail the letter Certified and request a Return Receipt, which will need to be submitted to the Building Department with the Hold Harmless. This process may only be waived by the Building Official. The renewed permit will be issued.
 - *Building, Roofing and Miscellaneous Permits- Construction Never Begun:* Submit a letter to the Building Official including the property owner's name, contact information, permit number, type of work and property address requesting to cancel the permit since the work never commenced. Once the Building Official approves the cancellation, the Building Department will cancel the permit and contact the property owner. Note: The Code Compliance Department may inspect the property.
 - *Mechanical, Electrical and Plumbing Permits- Construction Completed:* Visit the Building Department to pay the \$125.00 renewal fee. Contractor's licenses and insurances will have to be updated before scheduling a final inspection. A Hold Harmless must be completed to transfer the permit to another contractor in the event that the original contractor is no longer in business. The property owner will also have to write a letter to the original contractor stating that they are being removed from the permit and mail the letter Certified and request a Return Receipt, which will need to be submitted to the Building Department with the Hold Harmless. This process may only be waived by the Mechanical, Plumbing, or Electrical Inspector. The renewed permit will be issued.
 - *Mechanical, Electrical and Plumbing Permits- Construction Never Begun:* Submit a letter to the Building Official and either the Mechanical, Plumbing or Electrical Inspector including the property owner's name, contact information, permit number, type of work and property address requesting to cancel the permit since the work never commenced. Once the Building Official and the permit's respective Inspector approves the cancellation, the Building Department will cancel the permit and contact the property owner. Note: The Code Compliance Department may inspect the property.