



CITY OF MIAMI SPRINGS

201 Westward Drive
Miami Springs, Florida 33166
Building & Code Compliance Department



RE-OCCUPANCY CERTIFICATION PROCESS **FROM CHAPTER 102-01 OF THE CITY CODE OF ORDINANCES**

Sec. 102-01. Re-occupancy certification.

(C)(1) It shall be unlawful for any person, firm or corporation to buy, sell, convey, or transfer, any single-family home without first obtaining a Re-occupancy Certificate from the Department of Building, Zoning and Code Enforcement. The Re-occupancy Certificate, if issued, shall state that the City has inspected the subject premises and has determined that the subject premises is in compliance with the single-family residential occupancy regulations of the City Code of Ordinances and that the dwelling is designed, configured, and being used for single-family residential purposes only. (2) It shall be unlawful for any person, firm or corporation to close on the transfer or conveyance of any single-family home owned by such person, firm or corporation, without the owner having first disclosed, by written notice to the buyer, grantee or transferee, the fact that a Re-occupancy Certificate is required by the City in order to properly convey or transfer title to the subject premises. The form of the disclosure notice shall be prepared by the City and may be amended from time to time as determined to be required by the City.

(3) It shall be the responsibility of the property owner/seller to apply for Re-occupancy Certificate inspection with the Department of Building, Zoning and Code Enforcement. The City shall provide an appropriate application form for this purpose and shall establish the fee for the initial inspection by City Resolution. The form of application and the amount of the fee charged for the initial inspection may be amended from time to time as determined to be required by the City (The fee is currently \$125). As part of the application process, the owner/seller shall provide an accurate survey or sketch of the sale premises which sets forth thereon the location, size, and generic identification of each tree located on the property being sold.

(4) Upon receipt of an application for inspection and the payment of the initial inspection fee, an authorized representative of the Department of Building, Zoning and Code Enforcement shall inspect the subject property within ten days thereof. The appropriate Re-occupancy Certificate shall be issued should the subject premises be determined to be in compliance with the single-family residential occupancy regulation of the City Code of Ordinances and that it is designed, configured and being used for single-family residential purposes only.

(D) *Failure to comply.* Any single-family residentially zoned property that is bought, sold, conveyed or transferred without first securing the Re-occupancy Certificate required by this chapter, shall thereafter be considered by the City to be a nonconforming property which shall subject the property to all restrictions, limitations, and penalties provided by the City Code of Ordinances.

(E) *Information secured.* Information gained or conditions observed in the course of any inspection conducted pursuant to the authority of this Ordinance shall not be utilized by the Code Enforcement Department as the basis for the issuance of new citations or notices of violation other than those violations of the residential occupancy and usage regulations of the City Code applicable to the subject premises. However, this provision shall not preclude the initiation or institution of other enforcement actions brought upon the basis of information gained or violations observed by other lawful means.

(F) *Representation and warranty.* A Re-occupancy Certificate shall not constitute any representation or warranty as to the condition, or any aspect of such condition, of the subject premises, for which the Certificate was issued. The City review and investigation made in connection with the issuance of any Re-occupancy Certificate is neither a structural, electrical, plumbing, mechanical or any other substantive inspection of the structure on any property and does not represent that the premises conforms to the requirements of the Code of Ordinances, including, but not limited to, the building and technical code provisions adopted by the City.

(Ord. 880-02, passed 6-10-02; amend. Ord. 893-03, passed 1-27-03; amend. Ord. 926-05, passed 6-13-05; amend. Ord. 995-2010, passed 8-23-10)



CITY OF MIAMI SPRINGS
APPLICATION FOR A CERTIFICATE OF
RE-OCCUPANCY INSPECTION



Address: _____ Folio# _____

Person to contact for inspection: _____

Telephone # _____ Date of application _____

Cellular # _____ E-mail _____

Buyer's Name(s) _____

PLEASE PRINT CLEARLY

Seller's Name(s) _____

PLEASE PRINT CLEARLY

Existing Zoning: _____

Legal
Description _____

THE BUILDING MAY ONLY BE LEGALLY OCCUPIED AS A SINGLE FAMILY RESIDENCE.

A RE-OCCUPANCY CERTIFICATE SHALL NOT CONSTITUTE ANY REPRESENTATION OR WARRANTY AS TO THE CONDITION, OR ANY ASPECT OF SUCH CONDITION, OF THE SUBJECT PREMISES, FOR WHICH THE CERTIFICATE WAS ISSUED. THE CITY REVIEW AND INVESTIGATION MADE IN CONNECTION WITH THE ISSUANCE OF ANY RE-OCCUPANCY CERTIFICATE IS NEITHER A STRUCTURAL, ELECTRICAL, PLUMBING, MECHANICAL OR ANY OTHER SUBSTANTIVE INSPECTION OF THE STRUCTURE ON ANY PROPERTY AND DOES NOT REPRESENT THAT THE PREMISES CONFORMS TO THE REQUIREMENTS OF THE CODE OF ORDINANCES, INCLUDING, BUT NOT LIMITED TO, THE BUILDING AND TECHNICAL CODE PROVISIONS ADOPTED BY THE CITY.

INTERESTED PERSONS ARE ADVISED AND ENCOURAGED TO OBTAIN A PRIVATE INSPECTION OF THE PREMISES IN ORDER TO DETERMINE THE CONDITION THEREOF.

ATTENTION

THE CITY CODE ALLOWS UP TO 10 DAYS FROM THE DATE OF THIS APPLICATION TO COMPLETE THE INSPECTION. PLEASE FILE YOUR APPLICATION ACCORDINGLY



**CITY OF MIAMI SPRINGS
CERTIFICATE OF RE-OCCUPANCY
DISCLOSURE STATEMENT**



Address: _____

Folio #: _____

Buyer's Name _____

Telephone# _____

Co-Buyer's Name _____

Telephone# _____

Seller's name _____

Telephone# _____

Co-Seller's Name _____

Telephone# _____

The Seller does hereby disclose to the Buyer that a Certificate of Re-Occupancy is required according to the **CITY OF MIAMI SPRINGS, FLORIDA, CODE SECTION 102**.

CITY OF MIAMI SPRINGS, FLORIDA, CODE SECTION 102 provides that a Certificate of Re-Occupancy, if issued, shall state that the City has inspected the dwelling and determined that the dwelling complies with the residential occupancy regulations of the zoning district on the property wherein the dwelling unit is located.

Seller's Signature:

Print Name: _____

Date Signed: _____

Sworn to and subscribed before me by: _____

_____ who is

Personally known to me: _____ or

Produced ID #: _____

This _____ day of _____ 20____.

Notary's Signature

Notary's printed name, stamped or typed

Buyer's Signature:

Print Name: _____

Date Signed: _____

Sworn to and subscribed before me by: _____

_____ who is

Personally known to me: _____ or

Produced ID #: _____

This _____ day of _____ 20____.

Notary's Signature

Notary's printed name, stamped or typed

Co-Seller(s) Signature:

Print Name: _____

Date Signed: _____

Sworn to and subscribed before me by: _____

_____ who is

Personally known to me: _____ or

Produced ID #: _____

This _____ day of _____ 20____.

Notary's Signature

Notary's printed name, stamped or typed

Co-Buyer(s) Signature:

Print Name: _____

Date Signed: _____

Sworn to and subscribed before me by: _____

_____ who is

Personally known to me: _____ or

Produced ID #: _____

This _____ day of _____ 20____.

Notary's Signature

Notary's printed name, stamped or typed

