



CITY OF MIAMI SPRINGS
BUILDING DEPARTMENT &
CODE COMPLIANCE DIVISION



INSTRUCTIONS TO PROPERTY OWNERS
PORTABLE STORAGE UNIT PERMIT APPLICATION

Dear Property owners,

Below are the steps to follow to receive a permit for maintaining a Portable Storage Unit on your property:

- 1- Fill out the City of Miami Springs Permit Application. Under permit type please mark building and under type of improvement mark other and specify "Portable Storage Unit". Then, under description of work please write "Portable Storage Unit." Make sure the application is **signed and notarized by the PROPERTY OWNER.** The portable storage unit **size must be specified.**
- 2- Complete the form that is attached to the application, with a drawing of where you would like to place the Portable Storage Unit. Portable Storage Units must be placed on your property without blocking the public right of way. If the property is located on a corner lot, the portable storage unit must not impede visibility for drivers.
- 3- Submit the application along with the required fee of \$50.00.
- 4- Please be aware, as per the provisions of the Ordinance, that this permit is only valid for a period of Sixty (60) days! If you wish to keep the Portable Storage Unit for a longer period, you will have to come in prior to the end of the 60-day period and renew the permit for a second 60 day period at a cost of \$25.00. The permit may be renewed twice at a charge of \$25.00 each time, for a total of 180 days.
- 5- Once you remove your portable storage unit, you must call the building department to schedule a "final" inspection. Once it's verified that the unit has been removed, the permit will be closed.
- 6- **PLEASE BE AWARE THAT AS PER THE PROVISIONS OF THE ORDINANCE, IF YOU REMOVE THE UNIT WITHIN 48 HOURS, YOU MAY RECEIVE A FULL REFUND OF THE PERMIT FEE. IF YOU PLAN TO DO SO PLEASE NOTIF YOUR CODE COMPLIANCE OFFICER.**
- 7- Thank you for your cooperation



Placement Form



Address: _____

Owner's Name: _____

Permit # _____

Date: _____

Code Compliance Officer Approval for placement: _____

Location of PSU must not block the public right of way or impede visibility for drivers.