



CITY OF MIAMI SPRINGS  
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** \_\_\_\_\_

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

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**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 \_\_\_\_\_ Cellular # \_\_\_\_\_  
Beeper # \_\_\_\_\_  
Seller's name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Co-Seller's Name \_\_\_\_\_ Cellular # \_\_\_\_\_  
Beeper # \_\_\_\_\_

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: \_\_\_\_\_

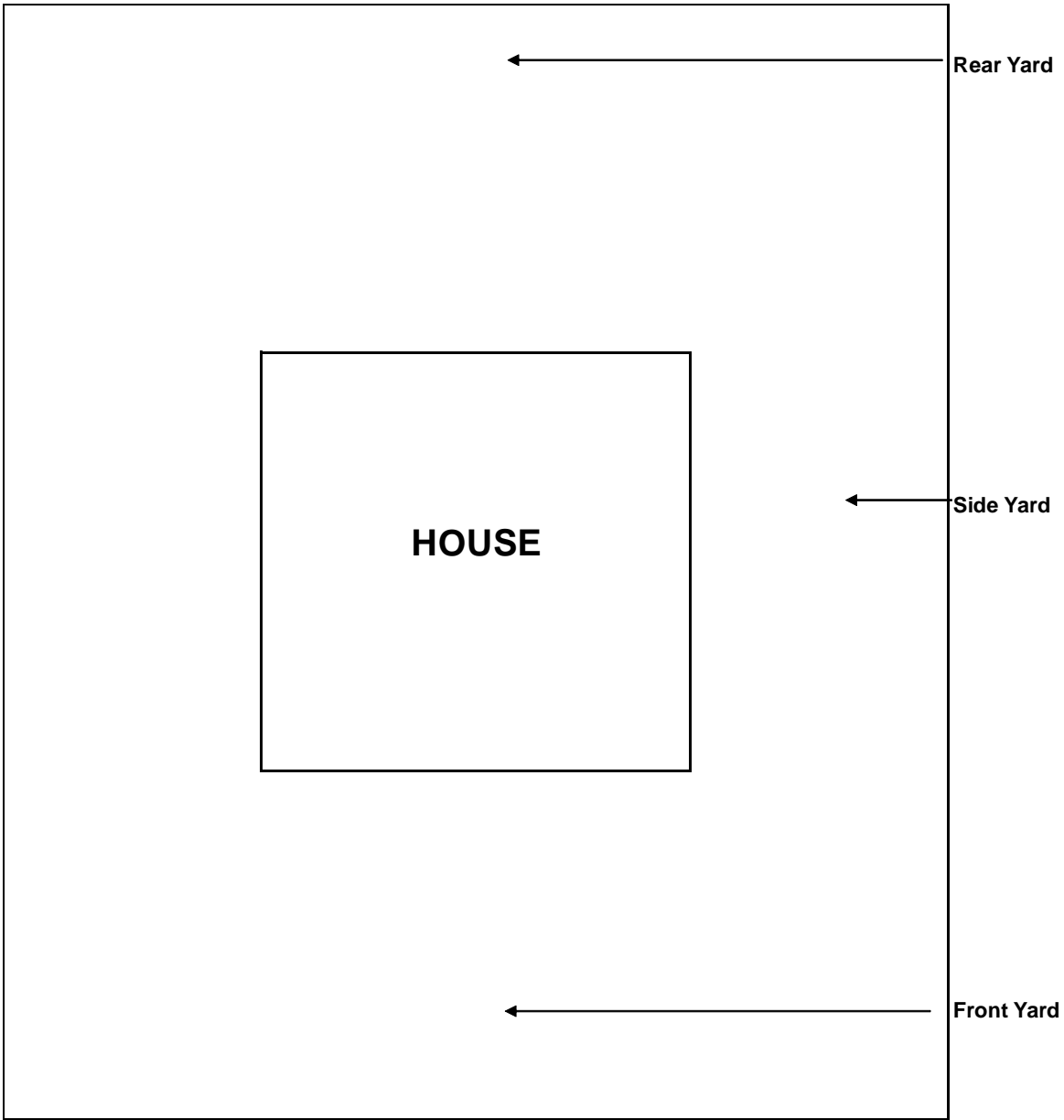
Sworn to and subscribed before me by:

\_\_\_\_\_ who is  
Personally known to me: \_\_\_\_\_ or  
Produced: ID#: \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's printed name, stamped or typed

**THIS FORM MUST BE COMPLETED AND PRESENTED TO THE INSPECTOR BEFORE A CERTIFICATE OF RE-OCCUPANCY CAN BE ISSUED. IF THE NAME(S) OF THE BUYER(S) ARE NOT KNOWN AT TIME OF INSPECTION, THEN THIS FORM MUST BE COMPLETED PRIOR TO CLOSING AND PRESENTED TO THE CITY. A COPY OF THE PROPERTY LEGAL DESCRIPTION MUST BE ATTACHED HERETO BY THE SELLER.**



Please Show all trees on property. Mark tree locations with an X and number all of the X's then list the trees to the right by number and the approximate size of the tree.

Owner's Name:	Tree Number	Tree Type	Approximate Size
_____	1 _____	_____	_____
	2 _____	_____	_____
Address:	3 _____	_____	_____
	4 _____	_____	_____
	5 _____	_____	_____
Date:	6 _____	_____	_____
	7 _____	_____	_____
	8 _____	_____	_____
	9 _____	_____	_____
	10 _____	_____	_____