

**A note from the Building and Zoning Director, Margaret R. Pass**

In response to the many questions posed by homeowners and residents alike, the Department has assembled this easy to read manual, *Residential Plans Processing and Permitting Procedures*, with *you* the homeowner in mind.

While this manual does not answer every question nor can it replace one-on-one personal attention, I am confident that it will be an unsurpassed source of information to many of your building and zoning needs. I still highly encourage you to call the Department to have some of the more complex and technical questions answered. To that end, Charles Arguinzoni, our Owner/Builder Representative, is here to be of assistance. Do not hesitate to pick up the telephone and call him. You may reach Charles at 305-569-1803.

If you have any suggestions on ways to improve the service we provide to you, my staff and I are here to be of service. You may reach me directly at 305-460-5305.

Enjoy this new manual.

Margaret R. Pass

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## INTRODUCTION

The Residential Plans Processing and Permit Procedures manual is designed to help property owners understand and follow the many City of Coral Gables' rules and regulations pertaining to pulling permits and/or routing plans.

The guide offers step-by-step information and procedures about permitting, including code requirements, guidelines for submittal and meeting information about:

- ❖ **The Board of Architects**
- ❖ **The Construction Regulation Board**
- ❖ **The Board of Adjustment**

Don't know what these Boards do? Don't despair. In simple to read language, we will guide you. Consider this 'A Beginner's Guide to Building & Zoning', your department.

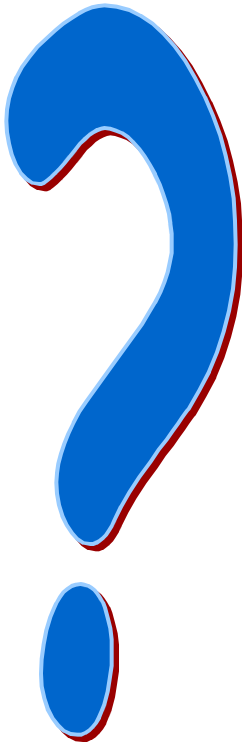
Included in this manual are a number of sample applications and forms. By making this information available to you, the residents, it is expected that before undertaking a new project, you will have the basic tools to make your experience as informed and memorable as possible.

## WHEN IS A PERMIT REQUIRED?

Building, repairing, or adding on to a residence is a major undertaking, not only in monetary terms, but in the many steps you must take to make sure the job is done up to code and to your satisfaction.

### Where does one begin?

First, it is important to ask yourself the question: If you're doing any changes to your residence, when is a permit required?



*A permit is specifically required by the South Florida Building Code for any electrical, plumbing and mechanical work. Chapter 6 of the "Code of the City of Coral Gables" and the South Florida Building Code state that a permit may not be required for general building maintenance or repairs that does not change the occupancy, does not affect life safety and does not exceed a cost of five hundred dollars (\$500.00) in labor and materials as determined by the Building Official. **This requirement does not apply to new work.***

*The application, construction or repair of any roof covering, as provided in Chapter 34 of the South Florida Building Code, exceeding three hundred dollars (\$300.00) in value of labor and materials, as determined by the Building Official, and any work exceeding two (2) roofing squares in extent shall also require a permit.*

## List of Permits

**	Air conditioning screen/wall	**	Plumbing work
**	Amateur radio antenna	**	Pool – equipment enclosure
	Awnings & canopies – new/recover	**	Porch – open
**	Basketball court	**	Porte cochere – new railing – residential
**	Basketball pole		Residential addition
**	Cabana		Residential interior alterations
	Chain link fence		Residential – new
	Demolition – interior – residential		Roofing – repairs
	Docks		Satellite dish antenna
	Door (new) & door (replacement)		Screen enclosures
	Driveway – new	**	Shop drawings-doors/garage doors/precast
	Driveway – resurface existing & sealant		Shutters - permanent
***	Electrical work		Shutters - direct mount or removable
*	Excavation	**	Skylight
**	Fence – aluminum/concrete block	**	Stairs – exterior
**	Fountain		Swimming pool/spa - residential
**	Garage – residential		Swimming pool/spa - marble lite/ paint/sandblast/tile
	Garage door	**	Tennis court
**	Gate		Terraces & walkways
**	Gazebo		Tiling - exterior & interior
**	Greenhouse		Tree removal
**	Guesthouse	**	Trellis
	Gutters and/or downspouts	**	Utility room
	Kitchen cabinets & counter tops - new/resurface	**	Wall - retaining
	Landscaping	**	Window (new) & window (replacement)
***	Mechanical work	**	Wood deck
	Painting – residential		
**	Patio – new		

If there is no asterisk next to the name on the list, *the A-Z of Permitting & Processing Procedures*, beginning on page 7, will provide the necessary requirements.

\* See front counter staff.

\*\* See Board of Architects' counter staff.

\*\*\* See appropriate Official for permitting requirements and approval.

## General Permitting and Processing Requirements

Inspection requirement sheets are provided when permit is issued.

If the property is Historically designated, an additional set of plans and approval from the Historical Preservation Department may be required. Should it involve a substantial building project, a separate process through the Historical Preservation Board will be required.

Notice of Commencement is required if the value of the work is \$2,500.00 or more.

### ***What is a Notice of Commencement?***

*For your protection, under the Construction Lien Law, and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. The office is located at 44 West Flagler Street, 8<sup>th</sup> Floor, Miami, Fl., 33130, or you may call (305) 372-7777. For inspection you must provide a certified copy of the recorded document at the construction site.*

*A Notice of Commencement prevents anyone who works on*

*The  
A-Z  
of  
Permittin  
g  
&  
Processing  
Procedure*

**AWNINGS & CANOPIES - NEW/RECOVER**

The following items shall be required:

1. Approval from the Board of Architects.
2. Complete elevation drawings of each elevation upon which the awning/canopy will be visible.
3. Pipe framing diagram.
4. Site plan showing location and setback of awning and canopies.
5. 35mm photographs of the building showing where the awning or canopy will be located, mounted on 8 1/2" X 11" paper.
6. Current survey of the property which is less than five (5) years old.
7. Sample of material and color of awning or canopy.
8. If the awning or canopy is to be recovered, then the applicant will need a copy of the previously approved permit application showing style and color. This copy can be obtained in the Microfilm Department.
9. Staff from the Board of Architects' Division can administratively approve awning and canopy recover permit applications.
10. If the awning or canopy is in the Public Right of Way, a restrictive covenant will be required. Please contact a Zoning Technician for detailed information.
11. Approval from the Building Official.
12. Write number of awnings/canopies to be installed/recovered on the permit application.
13. Completed signed and notarized permit application

### CHAIN LINK FENCE

1. Two (2) copies of a current survey, which are less than five (5) years old, showing the proposed chain link fence location, height and linear feet.
2. Approval from the Zoning Division first.
3. Approval from the Building Official.
4. Write linear footage of the chain link fence on the permit application.
5. Completed signed and notarized permit application.

### DEMOLITION

1. Two (2) complete sets of signed and sealed plans indicating demolition.
2. Plans must be reviewed and approved by officials prior to permit issuance.
3. Write square footage of the area to be demolished on the permit application.
4. Completed signed and notarized permit application.

### DOCKS

1. Approval from the Board of Architects.
2. 35mm photographs of the rear yard area, bank, and adjoined docks, mounted on 8 1/2" X 11" paper.
3. Current survey, which is less than five (5) years old, showing existing mangroves and width of the waterway.
4. Five (5) sets of signed and sealed plans which include the site plan showing the location of the proposed dock and existing mangroves, in Cocoplum Section II there is a typical dock plan which must be used. The plans must show dimensions across waterway and must have preliminary approval from the Miami-Dade County Department of Environmental Resources Management.
5. Once reviewed by the Building and Zoning Department Officials, plans are submitted to the Public Works Department for permit issuance.

**DRIVEWAY – NEW**

1. Approval from the Board of Architects.
2. Site plan:
  - a. Show location of new driveway or existing driveway which is being replaced or enlarged.
  - b. Show slopes and grades of proposed driveway.
  - c. Include a proposal statement, which briefly indicates the nature of the intended work.
  - d. Show dimensions of the proposed work and existing conditions at the site.
  - e. Indicate the location of the driveway and approach details.
  - f. Show septic tank or sewer line location.
3. Cross section showing the driveway construction details or specification of driveway construction as appropriate to the type of proposed driveway.
4. 35mm photographs of the area where the driveway is to be constructed, the existing property and any other pertinent site conditions, mounted on 8 2" X 11" paper.
5. Current survey of the property which is less than five (5) years old.
6. Color and material of driveway and pattern as appropriate.
7. Manufacturer's specifications as appropriate.
8. Plans must be reviewed and approved by officials prior to permit issuance.
9. Write square footage of the driveway on the permit application.
10. Completed signed and notarized permit application.

**DRIVEWAY –  
RESURFACE EXISTING & SEALANT**

1. Current survey of the property which is less than five (5) years old identifying area of resurface or sealant.
2. Approval from the Zoning Division first.
3. Driveway sealant only requires Building Official approval.
4. Write square footage of the area to be resurfaced/sealed on the permit application.
5. Completed signed and notarized permit application.

**DOOR (NEW) & DOOR (REPLACEMENT)**

1. Two (2) copies of the Product Control Approval indicating components' fasteners being used.
2. Two (2) copies of the site-specific wind load calculations signed and sealed by an engineer.
3. Two (2) copies of the floor plan and elevations accurately representing the proposed work.
4. If the doors to be installed will not be located in existing openings, the permit application must be submitted to the Board of Architects for approval.
5. 35mm photographs of the property mounted on 8 1/2" X 11" paper, if applicable.
6. Approval from the Building Official.
7. Write number of doors to be installed/replaced on the permit application.
8. Completed signed and notarized permit application.

**GARAGE DOOR- (New)**

1. Two (2) copies of the Product Control Approval for the doors.
2. Two (2) copies of site-specific wind load calculations signed and sealed by an engineer.
3. Approval from the Building Official.
4. Write number of garage doors to be installed/replaced on the permit application.
5. Completed signed and notarized permit application.

**GUTTERS AND/OR DOWNSPOUTS**

1. Approval from the Building Official.
2. Write linear footage of the gutters and/or downspouts on the permit application.
3. Completed signed and notarized permit application.

**KITCHEN CABINETS & COUNTER TOPS - NEW/RESURFACE**

1. Approval from the Building Official.
2. Write linear footage of the kitchen cabinets and counter tops on the permit application.
3. Depending on the extent of the anticipated work, a separate electric, mechanical or plumbing permit may be required.
4. Completed signed and notarized permit application.

### LANDSCAPING

1. Approval from the Board of Architects.
2. 35mm photographs of the property where the proposed landscaping is to be done, mounted on 8 2" X 11" paper.
3. Two (2) current surveys of the property which are less than five (5) years old.
4. Two (2) sets of signed and sealed landscaping plans.
5. Plant list calling out the type of plants, their size at planting, and amount of plants.
6. Plans must be reviewed and approved by officials prior to permit issuance.
7. Write square footage of the landscaping area on the permit application.
8. Completed signed and notarized permit application.

### PAINTING

1. Sample of paint color and name of manufacturer. (Pre-approved colors are available at the Owner-Builder counter).
2. Applications for this type of work are administratively approved by staff.
3. If the proposed color is one that cannot be approved by staff administratively, the application must be submitted to the Board of Architects for approval with 35mm photographs of the property, mounted on 8 1/2" X 11" paper.
4. For multiple colors on a building, two (2) elevation drawings of the entire building indicating the proposed painting plan must also be submitted to the Board of Architects.
5. Completed signed and notarized permit application.

### PAINTING OF ROOF

1. Sample of paint color and name of manufacturer.
2. Applications for this type of work are administratively approved by staff.
3. If the application is to paint the roof a different color than what is existing, the application must be submitted to the Board of Architects for approval.
4. Request to change the roof color will require an affidavit (see sample form) from the Board of Architects Division providing for the maintenance of the roof free of chipping, mildew and fading.
5. Completed signed and notarized permit application.

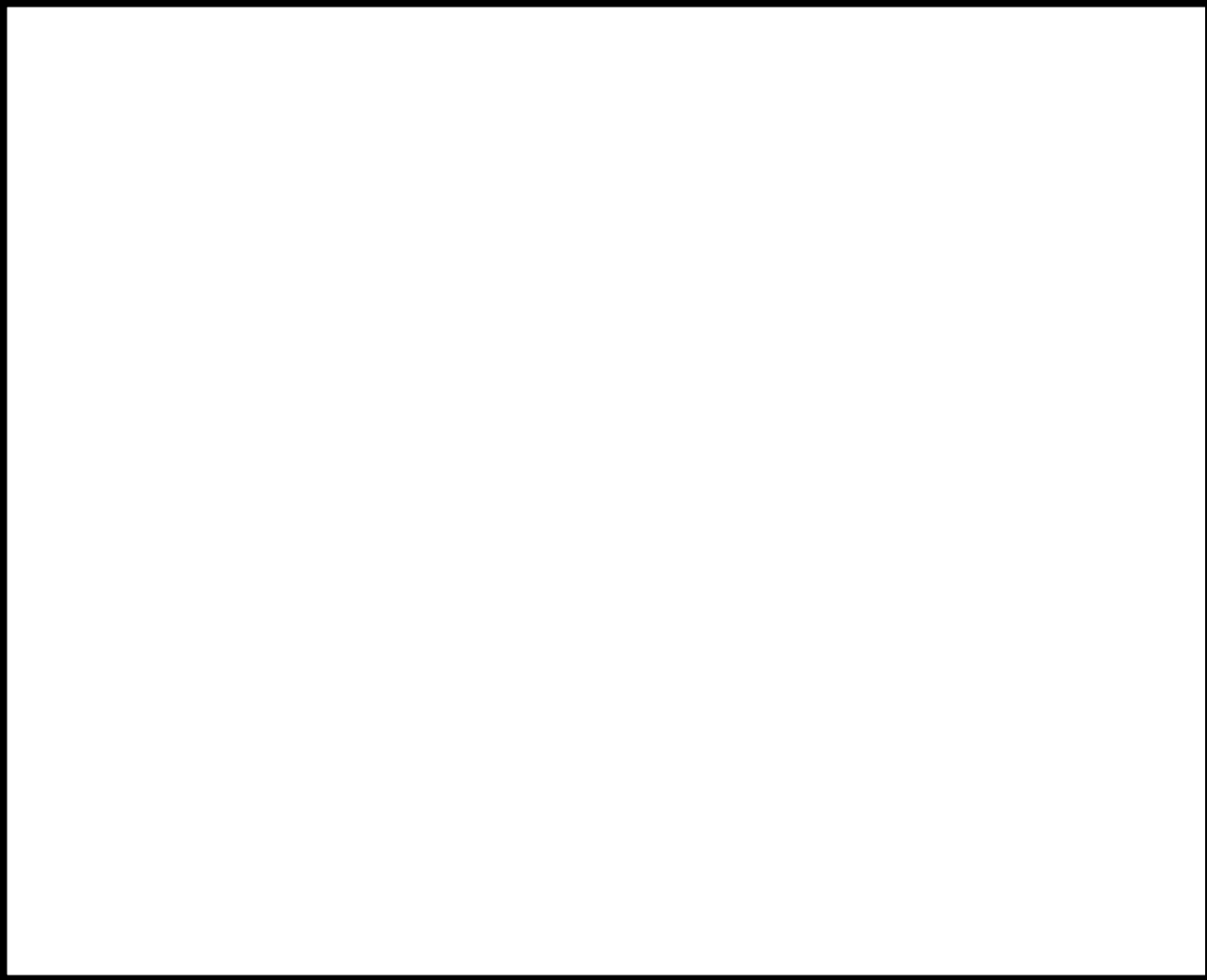
## RESIDENTIAL ADDITIONS

### PRELIMINARY:

1. Approval from the Board of Architects.
2. One (1) set of signed and sealed site plan and architectural plans.
3. Current survey of the property which is less than five (5) years old.
4. 35mm photographs of the property and adjacent properties mounted on 8 1/2" X 11" paper.
5. Approval from the homeowners association, if applicable.

### FINAL / COMPLETE:

1. Approval from the Board of Architects.
2. Two (2) complete signed and sealed sets of plans.
3. Current survey of the property which is less than five (5) years old.
4. Three (3) sets of energy calculations signed and sealed by the designing architect.
5. 35mm photographs of the property and adjacent properties mounted on 8 1/2" X 11" paper.
6. Approval from the homeowners association, if applicable.
7. Two (2) sets of structural calculations signed and sealed by the designing engineer.
8. One (1) set of preliminary approved plans, if applicable.
9. Approval from Miami-Dade County Department of Environmental Resources Management or from the Health and Rehabilitative Services (HRS) , if on septic.
10. Stamp indicating the road and educational impact fee has been paid at Miami-Dade County.
11. Completed Special Inspector Form.
12. Completed Flood Zone Forms, if property is in a flood zone.



### **RESIDENTIAL INTERIOR ALTERATIONS**

1. Two (2) complete signed and sealed sets of plans.
2. Three (3) sets of energy calculations signed and sealed by the designing architect.
3. If septic, approval from Health and Rehabilitative Services Department for location of sewer connection.
4. Plans must be reviewed and approved by officials prior to permit issuance.
5. Completed signed and notarized permit application.

### **ROOFING- REPAIRS**

1. Two (2) copies of completed Appendix E application.
2. Two (2) copies of completed Appendix F applications.
3. Two (2) copies of the Product Control Approval, if applicable.
4. Approval from the Building Official.
5. Write square footage of the area to be repaired on the permit application.
6. Completed signed and notarized permit application.

### **SATELLITE DISH ANTENNA** **18" - 24":**

1. Approval from the Board of Architects.
2. Two (2) sets of signed and sealed elevation, site, roof plans and installation detail for satellite dish.
3. 35mm photographs of the property mounted on 8 1/2" X 11" paper.
4. Plans must be reviewed and approved by officials prior to permit issuance.
5. Completed signed and notarized permit application.

### **SCREEN ENCLOSURES**

1. Approval from the Board of Architects.
2. 35mm photographs of the property mounted on 8 1/2" X 11" paper.
3. Current survey of the property which is less than five (5) years old.
4. Two (2) sets of signed and sealed plans which include the site plan, floor plan, complete elevation drawings, and appropriate structural plans and specifications.
5. Two (2) copies of the Product Control Approval.
6. The original job set of plans which shows the screen enclosure design and layout, if applicable.
7. Plans must be reviewed and approved by officials prior to permit issuance.
8. Completed signed and notarized permit application.

### **SHUTTERS - PERMANENT**

1. Approval from the Board of Architects.
2. Two (2) sets of signed and sealed floor plans and elevations.
3. 35mm photographs of the property mounted on 8 1/2" X 11" paper.
4. Two (2) copies of the Product Control Approval.
5. Two (2) copies of Shutter Product Approval Authorization Form.
6. Two (2) sets of site-specific wind load calculations signed and sealed by an engineer.
7. Two (2) copies of the condominium letter, if applicable.
8. Plans must be reviewed and approved by officials prior to permit issuance.
9. Write number of shutters to be installed on the permit application.
10. Completed signed and notarized permit application.

**SHUTTERS - DIRECT MOUNT OR REMOVABLE TRACKS**

1. Administrative approval from the Board of Architects.
2. Two (2) sets of signed and sealed floor plans and elevations.
3. Two (2) copies of the Product Control Approval.
4. Two (2) copies of the Shutter Product Approval Authorization Form.
5. Two (2) copies of site-specific wind load calculations signed and sealed by an engineer.
6. Two (2) copies of the condominium letter, if applicable.
7. Plans must be reviewed and approved by officials prior to permit issuance.
8. Write number of shutters to be installed on the permit application.
9. Completed signed and notarized permit application.

**SWIMMING POOL/SPA - RESIDENTIAL**

1. Approval from the Board of Architects
2. 35mm photographs of the area where the swimming pool/spa is to be located mounted on 8 1/2" X 11" paper.
3. Current survey of the property which is less than five (5) years old.
4. Two (2) sets of plans which include the site plan, pool/spa plan, and appropriate structural, plumbing, and electrical plans and specifications signed and sealed by an engineer.
5. Location of sewer connection or septic tank location.
6. Indicate location of the protective enclosure, self-locking gate(s), and the pool equipment with enclosure.
7. The original job set of plans which shows the swimming pool/spa design and layout
8. Completed Protective Enclosure Form.
9. Plans must be reviewed and approved by officials prior to permit issuance.
10. Completed signed and notarized permit application.

**SWIMMING POOL/SPA -  
MARBLELITE/PAINT/  
SANDBLAST/TILE**

1. Applications for this type of work are administratively approved by staff.
2. Write square footage of the work area on the permit application.
3. Completed signed and notarized permit application.

### **TERRACES & WALKWAYS**

1. Approval from the Board of Architects required.
2. 35mm photographs of the area where the terrace/walkway is to be installed, mounted on 8 1/2" X 11" paper.
3. Current survey of the property which is less than five (5) years old.
4. Two (2) site plans showing where the proposed terrace/walkway will be located. All setbacks must be shown on the site plan.
5. Paving pattern, color of paving, or tile sample and size of the tile, if applicable.
6. Section or specifications for base material, concrete, and reinforcing of terrace.
7. Plans must be reviewed and approved by officials prior to permit issuance.
8. Completed signed and notarized permit application.

### **TILE WORK - EXTERIOR**

1. Approval from the Board of Architects required.
2. 35mm photographs of the building and the area where the tile is to be installed, mounted on 8 1/2" X 11" paper.
3. Current survey, which is less than five (5) years old, showing the existing deck, terraces, or sidewalks to be tiled. (cloud on survey)
4. Tile or paving pattern, color of tile or paving, or tile sample and size of the tile.
5. Plans must be reviewed and approved by officials prior to permit issuance.
6. Write square footage of the area to be tiled on the permit application.
7. Completed signed and notarized permit application.

**TILE WORK - INTERIOR**

1. Applications for this type of work are administratively approved by staff.
2. Write square footage of the area to be tiled on the permit application.
3. Completed signed and notarized permit application.

**TREE REMOVAL**

1. Current survey, which is less than five (5) years old, drawings, sketch or site plan indicating where the trees to be removed are located on the property.
2. Write species of trees to be removed on the permit application.
3. Write number of trees to be removed on the permit application.
4. Approval from the City Horticulturist (305-460-5134).
5. Completed tree removal permit application.

**WINDOW (NEW) & WINDOW (REPLACEMENT)**

1. Two (2) copies of the Product Control Approval.
2. Two (2) copies of the site-specific wind load calculations signed and sealed by an engineer for the openings where the windows are to be installed.
3. Two (2) copies of the floor plan and elevations accurately representing the proposed work.
4. If the windows to be installed will not be located in existing openings, the permit application must be submitted to the Board of Architects for approval.
5. Approval from the Building Official.
6. Write number of windows to be installed/replaced on the permit application.
7. Completed signed and notarized permit application.

## Board of Architects

*The Board of Architects is responsible for preserving the existing architectural style within the City. To that end, the Board determines whether additions to existing buildings are consistent with existing structure or whether new buildings are in harmony with the architecture of the neighborhood. In some cases, projects must adhere to specific architectural styles. These cases are outlined in the City's*

### DESIGN CONSIDERATIONS

In reviewing plans for construction projects, the Board of Architects considers the following design elements:

- Trim
- Shutters
- Awnings and canopies
- Windows (fenestration)
- Doors
- Texture of surface
- Colors
- Roofs (materials, color, slope, overhang)
- Planters
- Window boxes
- Walls (height, location, materials, design)
- Height of building
- Location of structure on site
- Site circulation in regard to pedestrian travel, parking, services, grades and landscaping
- Location of exposed piping, conduits and rain water leaders
- Any other element of a project which affects the aesthetic appearance of the project
- Pictures of the surrounding neighborhood



**WHAT PROJECTS REQUIRE BOARD OF ARCHITECTS APPROVAL?**  
*Any exterior changes  
to a property require approval of the Board of Architects.*

**BOARD OF ARCHITECTS SUBMITTAL AND MEETING INFORMATION**

*The Board of Architects meets every Thursday, at 8:00 a.m., in the City Commission Chambers on the second floor of City Hall. Plans and final drawings can be submitted for review by the Board of Architects Monday through Friday, 7:30 a.m. to 3:00 p.m. in the Building and Zoning Department on the third floor of City Hall. The deadline for submitting for the current week Board of Architects is Monday at 12:00 noon. Projects that*

**PRELIMINARY APPROVAL**

In cases where additions, exterior alterations and/or new construction exceed an estimated construction cost of twenty-five thousand dollars (\$25,000.00), the applicant must submit working plans for preliminary approval by the Board of Architects. The applicant may submit final drawings as soon as the next meeting for final review. Although preliminary review is only required for projects exceeding twenty-five thousand dollars (\$25,000.00), the Board of Architects recommends that applicants seek preliminary approval on all projects.

**PROJECTS POSTED FOR PRELIMINARY APPROVALS**

Projects scheduled for preliminary approval must be placed on the Board of Architects agenda the week prior to the meeting at which the project is to be reviewed.

The following items must be submitted with requests for preliminary approval by the Board of Architects:

1. One (1) set of preliminary architectural drawings, including complete elevation drawings of the affected elevations, floor plans, site plan, roof plan, and sections. The preliminary plans must be signed, dated and sealed by the designing architect.
2. A complete title block must be on each page, including the name of the property owner, the job location or address, the name, address and phone number of the

designing architect and engineer, page numbers, and the type of construction.

3. A current signed and sealed survey of the property (less than five (5) years old) that accurately reflects the existing conditions of the property, including all improvements, elevations of the site, structures, sidewalk and crown of the road, existing trees with three (3) inch or greater caliber trunks, or a statement by the land surveyor that there are no trees on the property. Properties which abut upon a waterway, lake, canal, or the bay must show mangroves, or there must be a statement that there are no mangroves on the property.
4. Preliminary approval from the Department of Environmental Resource Management must be obtained when there are mangroves on a property that will be affected by the proposed work and the plans must be stamped with such approval prior to submittal to the Board of Architects.
5. Preliminary approval from local neighborhood architectural review committee is required (Cocoplum II, Gables Estates, and Journey's End).
6. 35mm photographs mounted on 8 1/2" X 11" paper of the building site, any existing structures, and neighboring structures which show the character of the surrounding neighborhood.
7. Board of Architects application and fee. The fee for the Board of Architects review will be accrued towards the total building permit fee.

#### **FINAL APPROVAL / COMPLETE APPROVAL**

In cases where projects have received preliminary approval, or preliminary approval was not required, final working drawings may be submitted for complete approval. The Building and Zoning Department staff and the Board of Architects recommend that preliminary approval from the Board of Architects be obtained for any project in order to avoid having to redo the final working drawings.

The following items must be submitted for final or complete approval by the Board of Architects:

1. The set of preliminary architectural drawings that have been approved by the Board of Architects when such approval was necessary.
2. Two (2) sets of final working drawings which include complete architectural, foundation, structural, mechanical, electrical, and plumbing plans, a site, grading, and landscaping plan, and other shop drawings. Partial elevation drawings or floor plans will not be accepted in connection with any plans submitted for a Building Permit. The final working drawing must be signed, dated and sealed by the designing architect.
3. A complete title block must be on each page, which includes the name of the property owner, the job location or address, the name, address and phone number of the designing architect and engineer, page numbers, and the type of construction.
4. A current signed and sealed survey of the property (less than five (5) years old)

that accurately reflects the existing conditions of the property, including all improvements, elevations of the site, structures, sidewalk and crown of the road, existing trees with three (3) inch or greater caliber trunks, or a statement by the land surveyor that there are no trees on the property. Properties which abut upon a waterway, lake, canal, or the bay must show mangroves, or there must be a statement that there are no mangroves on the property.

5. Preliminary approval from the Department of Environmental Resource Management must be obtained when there are mangroves on a property that will be affected by the proposed work and the plans must be stamped with such approval prior to submittal to the Board of Architects.
6. Final approval from local neighborhood architectural review committee is required (Cocoplum II, Gables Estates, and Journey's End).
7. 35mm photographs mounted on 8 1/2" X 11" paper of the building site, any existing structures, and neighboring structures which show the character of the surrounding neighborhood.
8. Three (3) copies of energy code compliance calculations, signed and sealed by the designing architect.
9. Architects must submit an affidavit on new buildings certifying that the building is an original design and not a duplicate design of an existing building.
10. Flood criteria notes must be included in the final working drawings to show that the project is in compliance with the flood zone regulations.
11. Board of Architects application. A fee will be required for projects being submitted for complete approval. The fee for Board of Architects review will be accrued towards the total building permit fee.

#### **RESUBMITTALS TO THE BOARD OF ARCHITECTS**

Projects which have been deferred or rejected by the Board of Architects may be resubmitted after the necessary corrections to the plans have been made by the architect. The plans which were deferred or rejected by the Board of Architects must be submitted with the new plans so that the Board of Architects can review their previous comments.

#### **CALLING THE AGENDA**

The agenda will be called in the order in which it is prepared by the Building and Zoning Department staff. If the applicant or representative is not present, the project will be automatically deferred. Applicants must pay a re-submittal fee and re-schedule for the next agenda date. Applicants arriving at the meeting, after their number has been called, must sign in to receive a new number.



The Legislature recognizes that the Construction and home improvement industries may pose a danger of significant harm to the public when incompetent or dishonest contractors provide unsafe, unstable, or short lived products or services. Therefore, it is necessary and in the interest of the public health, safety, and welfare to regulate the construction industry.

The City of Coral Gables Construction Regulation Board is a five-member board whose members are appointed by the City Commission. It sits as a disciplinary board with the authority to hear complaints from residents regarding violation of building codes and limited ordinance violations.

**The types of cases the Construction Regulation Board hears include:**

1. Deviation from approved plans;
2. Aiding and abetting of unlicensed contractors;
3. Fraud;
4. Other violations of Florida Statute Chapter 489, the South Florida Building Code, the City of Coral Gables Building and Zoning Codes, and Chapter 10 of the Miami-Dade County Code.

The local Construction Regulation Board has limited jurisdiction over state licensed contractors and remedies are limited to:

7. Revocation of permitting privileges;
8. Limitations on permitting privileges (see Sections 489.113(4)(b),516(3));
9. Must find willful building code violation.

As to locally licensed contractors, the Board may enter an order revoking or suspending their ability to pull permits in the City. In the alternative, the Board may place the contractor on probation or place conditions on the issuance of permits. In addition, the Board may order restitution to the owner if the contractor is registered or locally licensed.

For more information contact the Code Compliance Specialist at, 305-460-5228.

# BOARD OF ADJUSTMENT

In cases where plans deviate from the "Zoning Code," the applicant can seek variances from that Code by going to the Board of Adjustment. This Board has the authority to authorize variances, and to decide appeals of the decisions of the Board of Architects, Structural Engineer, Building and Zoning Director and administrative officials

involved in the enforcement of the provisions of the "Zoning Code." Board of Adjustment decisions, in turn, can be appealed before the City Commission.

All applications must be executed by the owner, or a tenant or tenants with the owner's written consent, or by a duly authorized agent, evidenced by written affidavit signed by the owner in all cases dealing with a specific property.

Applications will not be scheduled for a hearing unless they are received in complete form along with all required supporting data. DATA AND EXHIBITS submitted in connection with an application become a PERMANENT PART OF THE PUBLIC RECORDS OF THE CITY OF CORAL GABLES. For applications to be considered, the following provisions must be met:

1. All applicable questions must be answered on the application.
2. All supplementary data must be submitted as called for by the application. (Note that applications for various types of hearing require different supplementary data. Please consult with a staff member of the Boards Division).
3. The application fee has been received. (Checks may be made payable to the City of Coral Gables).

All plans submitted with the application must have been reviewed by the Board of Architects and must be stamped with the action taken by the Board of Architects (preliminary approval, final approval, or rejected).

No application will be considered or heard by the Board of Adjustment until and unless the applicant or his representative appears before the Board to present his proposal.

Applicants are advised that the mere filing of an application and appearance at the Board of Adjustment hearing in no way assures approval of the application. The application must conform to good zoning principals and must conform to the Future Land Use Plan and Development Plan for the City of Coral Gables.

It is recommended that the completed applications be turned in personally to a member of the Boards Division staff assigned to checking them so that possible discrepancies can be corrected at that time. No hearing will be scheduled or heard on an incomplete or inaccurate application. The number of applications accepted for any meeting is limited and may fluctuate, depending upon the number of applications carried over from previous meetings. Applications are considered on a first come first serve basis.

## WHAT IS A VARIANCE?

A variance allows the applicant to deviate from the "Zoning Code" to provide relief from unnecessary hardships. In cases where there are unusual or unique circumstances a variance allows the reasonable use of the structure or property that is prohibited by the "Zoning Code." Variances are only granted if an "unnecessary hardship" exists.

### ❖ **hardship**

**“NECESSARY HARDSHIP” \’hard-ship\:** a necessary hardship is a restriction in the "Zoning Code" with which every property in the use district must comply. For example, in single-family use districts building sites must maintain a twenty-five (25) foot front setback. That setback is a necessary hardship.

**“UNNECESSARY HARDSHIP” \’hard-ship\:** an unnecessary hardship occurs on lots that may be substandard in some respect, so that the building site may not be usable as the "Zoning Code" permits. For example, a triangular building site on an intersection with two (2) front streets may have eighty-five (85) percent of the building site taken up as open space due to the twenty-five (25) foot front setback requirements. In this case there may be little room left for the construction of a residence as intended by the "Zoning Code." This would constitute an unnecessary hardship and give the Board of Adjustment a valid reason for granting a variance to reduce the amount of required setback for the property.

In authorizing a Variance, the Board of Adjustment must make the following reasons:

- A. That special circumstances exist that are peculiar to the land or structure of building involved;
- B. That the special conditions and circumstances do not result from the actions of the applicant;
- C. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, buildings or structures in the same zoning district;
- D. That literal interpretation of the provisions of the "Zoning Code" would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the "Zoning Code" and would work unnecessary and undue hardship on the applicant (see also definition of "necessary hardship");
- E. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure;
- F. That granting the variance will not change the use to one that is different from other land in the same district;
- G. That the granting of the variance will be in harmony with the general intent and purpose of the "Zoning Code," and that such variances will not be detrimental to the area involved or to the public welfare.

In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with the "Zoning Code." Violations of such conditions and safeguards when made part of the terms under which the variance is granted, shall be deemed a violation of the "Zoning Code."

No non-conforming use of neighboring lands, structures, or buildings in the same district, and non-permitted uses of lands, structures, or buildings in other districts, shall be considered grounds for the issuance of a variance.

Under no circumstances shall the Board of Adjustment grant a variance to permit a use permitted in the district involved, or any use expressly or by implication prohibited by the terms of the "Zoning Code," in said district.

Variance granted by the Board of Adjustment or by Resolution of the City Commission remain in effect for six (6) months from the date of approval. If a permit has not been issued within six (6) months and work has not commenced, this approval is voided and the applicant must seek another variance.

Applicants must obtain a permit for the construction on any item granted a variance. The permit may be issued fourteen (14) days after approval of the Board of Adjustment, and

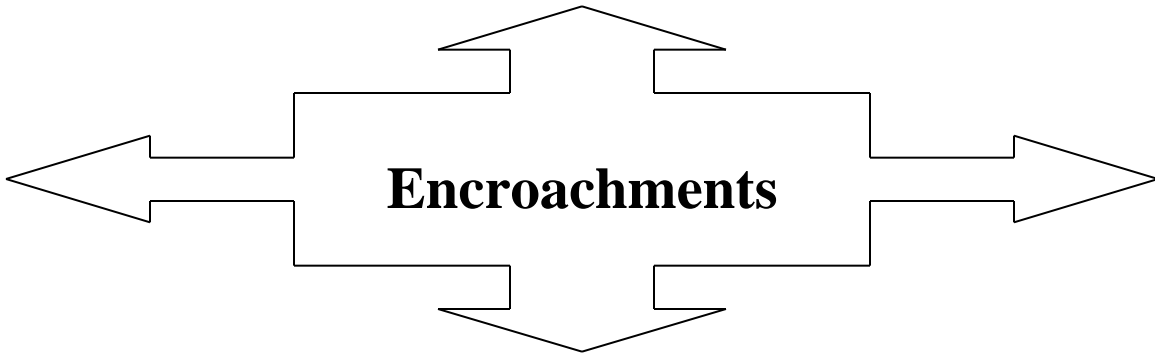
remain in effect for six (6) months after issuance, provided work has commenced in this period of time.

The City Manager may extend a variance for an additional six (6) months. In order to receive an extension for a variance, the applicant must send a letter of request to the City Manager at least two (2) weeks prior the expiration of the variance.

Once the Board of Adjustment reviews an application for a property, it will not consider any more applications on that property for at least a year, unless the Board grants a waiver of the waiting period.

To appeal a Board of Adjustment decision before the City Commission, applicants must file the appeal at the City Clerk's Office along with a filing fee. The appeal must be filed not less than five (5) days from within fourteen (14) days of the date of the ruling. The City Clerk will notify in writing the same parties that were notified for the Board of Architects meeting. The matter then goes to the next City Commission meeting for the hearing of appeals. Ten (10) days must elapse between the date the appeal is filed and the City Commission date. City Commission decisions may be appealed in the Circuit Court.

**BOARD OF ADJUSTMENT INFORMATION:** For more information in regard to the Board of Adjustment review requirements, please contact the Building and Zoning Department's Board of Adjustment Division at 305-460-5240.



Any work in, over, or under the Public Right of Way, is considered an encroachment.

The following are some examples:

1. Driveway approaches (only if other than asphalt)
2. Landscaping
3. Structural canopies
4. Signs

If you have concerns that your project may be in the Public Right of Way, do not hesitate to contact the Public Works Department at 305-460-5000 to confirm if they will need to issue a separate permit for the encroachment

**DECLARATION  
OF RESTRICTIVE  
COVENANT**

## **What is a declaration of Restrictive Covenant?**

A covenant is a legal document that runs with the land, recorded with the Clerk of the Court for Dade County. Once executed and recorded by the property owner, it will remain in the abstract of the property and will be binding upon all owners of the property, until such time as it is released. It may not be released without the authority of the City Commission.

A covenant means that the property owner agrees to do something and promises the City to abide by the terms contained in the document. For instance, a property owner may wish to put in a **special driveway** at the property that encroaches over the Public Right of Way. The property owner must sign a covenant promising to name the City of Coral Gables as additional insured on the homeowners' policy with respect to the encroachment over Public Right of Way. The same applies to **awning, landscaping and signs** which, when they encroach over the Public- Right- of- Way, require that the property owner execute a covenant and provide insurance before they obtain a permit.

The City also requires property owners to execute covenants when their property encompasses more than one lot. This is called a **Unity of Title Covenant**, and is for the purpose of complying with the City Code which says that the property shall be held together as one tract and that the lots will not be sold separately.

There are two other types of covenants, namely **general covenants**, when the City requires that the property owner agrees to something specific and special requirements may be typed or handwritten on the document; and **garage/storage covenants** when the City requires the property owners to sign and agree that the garage/storage area will not be used as habitable space.



**UNITY OF TITLE RESTRICTIVE COVENANT:**

One (1) copy of an Opinion of Title shall be required. The Opinion of Title must be prepared by an attorney or by a licensed Abstract or Title Company.



## INSTRUCTIONS FOR FILING GENERAL RESTRICTIVE COVENANTS

*(See sample forms)*

In order to issue certain building and/or miscellaneous permits for the construction, erection, alteration or addition to buildings or structures in the City of Coral Gables, the Building and Zoning Department may require the property owner to provide the City with the appropriate restrictive covenant.

All restrictive covenants must contain the following information:

The City of Coral Gables must be provided with three (3) copies of each restrictive covenant. All blanks must be filled in and may be printed neatly or typewritten. Covenants which are not legible will not be accepted by the City. **Each copy of the restrictive covenant must be an original.** Photo copies of any required seals or signatures will not be accepted.

All three (3) copies must be witnessed and notarized (two (2) witnesses).

The legal description must be accurate and include the plat book and page number.

The first page of each copy must contain information of who prepared the document and their address. The restrictive covenant must be prepared by an individual person.

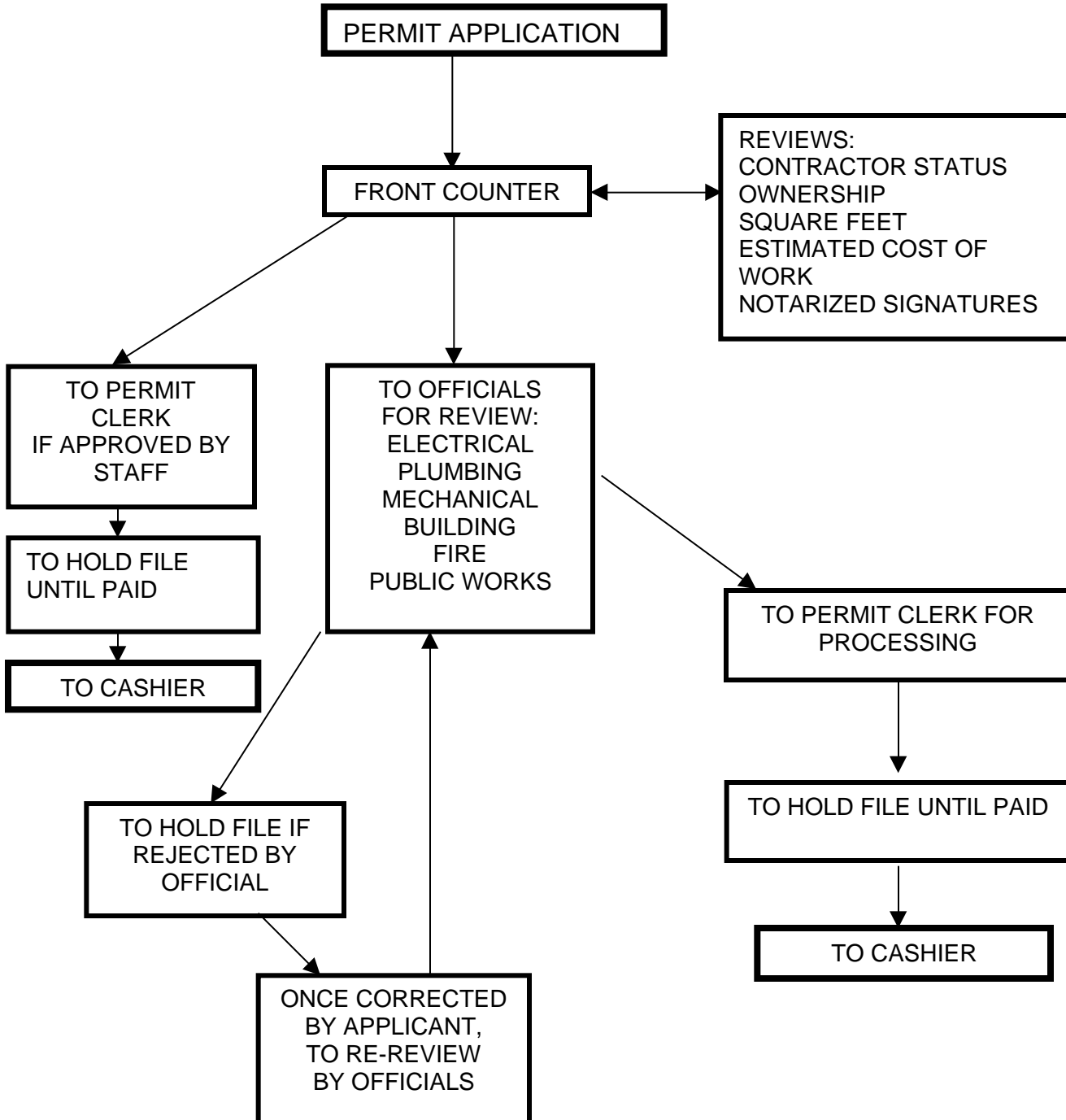
Example: Prepared By: John Doe  
123 Main Street  
Coral Gables, Florida 33134

A company, firm or corporation cannot prepare the restrictive covenant.

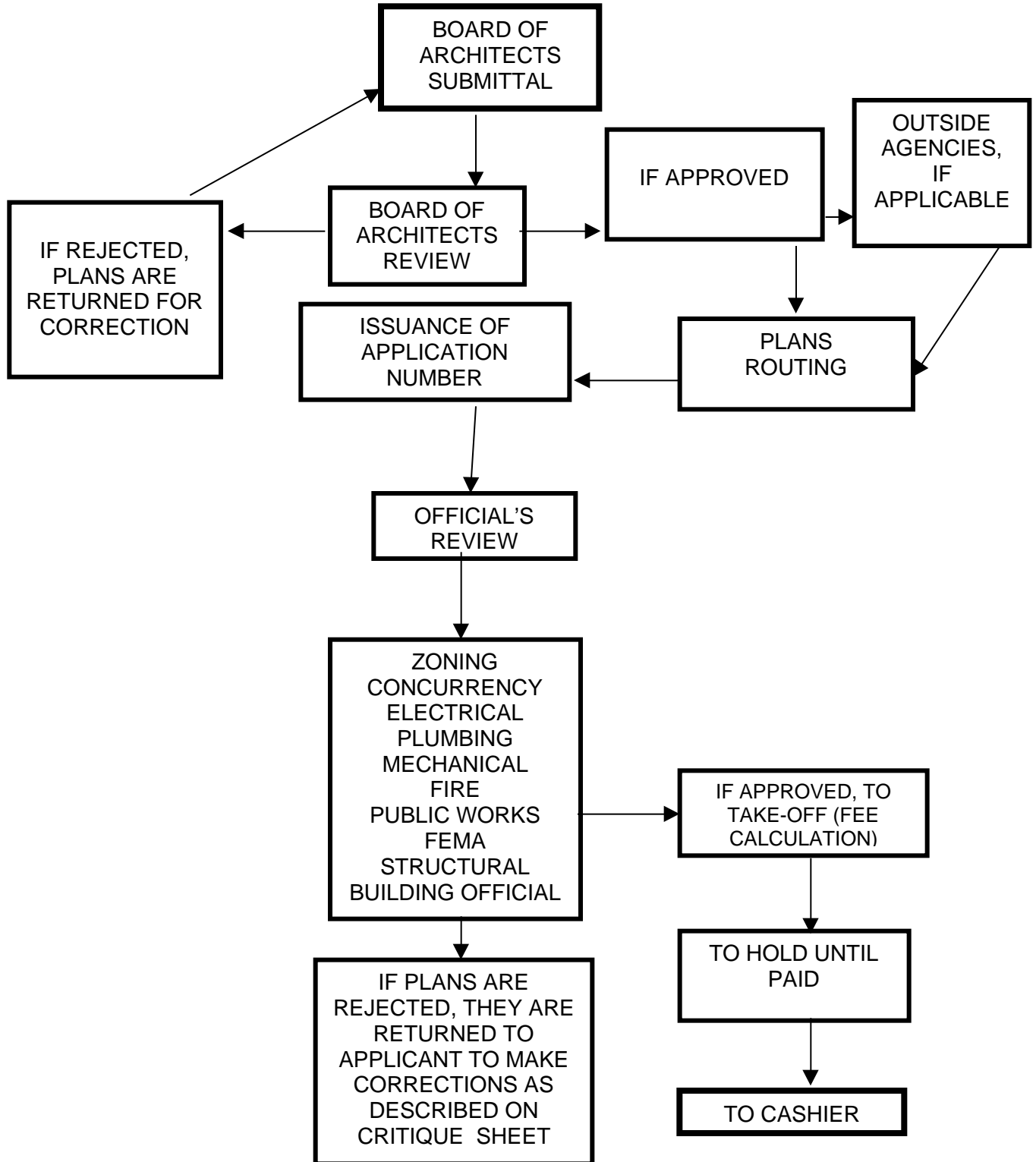
A money order or cashiers check for the purpose of recording the instrument to the AClerk of the Circuit Court@ must accompany the restrictive covenant. This document is submitted in triplicate and is considered as one (1) page. If an additional page is added to the restrictive covenant for a lengthy legal description, the document is considered two (2) pages. The fee for one (1) restrictive covenant is \$6.00 and the fee of \$4.50 is required for each additional page.

Each restrictive covenant must be signed by all property owners as shown on the property deed and the tax rolls. In the event the property is owned by a corporation, then one (1) of the officers of the corporation must sign the restrictive covenant, and the restrictive covenant must be embossed with the corporate seal.

**THIS FLOW CHART IS A GENERAL REPRESENTATION OF THE PLANS AND PERMITTING ROUTING IF BOARD OF ARCHITECTS' APPROVAL IS NOT REQUIRED. IN CERTAIN SITUATION THIS ROUTING MAY BE ALTERED.**



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- ✓ **VE Zone Construction Certificate**
- ✓ **Request for Microfilm**
- ✓ **Tree Removal/Relocation Application**

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DATE SUBMITTED

**CITY OF CORAL GABLES  
BUILDING & ZONING DEPARTMENT  
APPLICATION FOR REVIEW BY THE BOARD DIVISION**

A copy of the action taken by the Board applied to will be mailed as directed below:

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Board of Architects review**

- \_\_\_\_\_ Preliminary Approval (See Board of Architects Preliminary submittal checklist:  
see note below)
- \_\_\_\_\_ Final Approval (See Board of Architects Final submittal checklist)
- \_\_\_\_\_ Final without Preliminary Approval (See Board of Architects Final submittal checklist)
- \_\_\_\_\_ Mediterranean Approval (See Board of Architects Final submittal checklist)
- \_\_\_\_\_ **Preliminary Review Committee review**
- \_\_\_\_\_ Interior Only/Administrative
- \_\_\_\_\_ Concurrency/Committee Review
- \_\_\_\_\_ **Board of Adjustment Review** (Submit Board of Adjustment Supplementary form)
- \_\_\_\_\_ Variance \_\_\_\_\_ Appeal \_\_\_\_\_ Ruling/Interpretation \_\_\_\_\_ Approval

Proposed Structure: \_\_\_\_\_ Est. Cost \$ \_\_\_\_\_  
 (Residence, Duplex, Addition, Sign, Etc.)

Owner: \_\_\_\_\_ Owner Telephone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Job Address: \_\_\_\_\_

Legal Description: Lot (s): \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ PB/PG: \_\_\_\_\_

Project Architect: \_\_\_\_\_ Architect Telephone: \_\_\_\_\_

Date (s) of previous submittals and actions: \_\_\_\_\_

**NOTE:**  
 Plans for preliminary approval with an estimated construction cost exceeding \$25,000 will be deferred for a week in accordance with Section 23-5 (a) of the Zoning Code, for posting of the property. See the "Board of Architects Policies and Procedures Manual" for information on the required submittal documents, and Section 22-4 of the Zoning Code. Check with the Building & Zoning Department for values in cost per square feet to be used in calculating cost of projects.  
 Projects located in Cocoplum 2 or Gables Estates must have a stamp of approval from the "Local Board of Architects" prior to submittal to the Coral Gables Board of Architects.  
 Plans Submitted to this office are required to be picked up in the Building & Zoning Department, by the applicant, within fourteen (14) days after the Board of Architects meeting unless the plans have received final approval by the Board of Architects in which case, they will automatically be processed for a building permit. Plans which are not picked up within (14) days will be discarded.

The information provided herein is true and correct, and the application is being submitted with all of the documents necessary for review by the appropriate Board and the Building & Zoning Department. I understand that failure to provide the information necessary for review by the appropriate Board may cause my application to be deferred without review.

Applicant (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING & ZONING DEPARTMENT  
405 BILTMORE WAY**

**CORAL GABLES, FL 33134**

**CHANGE OF CONTRACTOR/ARCHITECT/ENGINEER**

**PERSON REQUESTING CHANGE MUST BE LEGAL OWNER OR CURRENT CONTRACTOR**

I HEREBY REQUEST A CHANGE OF CONTRACTOR/ARCHITECT FOR PERMIT NO. \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

CURRENT CONTRACTOR/ARCHITECT/ENGINEER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NEW CONTRACTOR/ARCHITECT/ENGINEER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REASON FOR CHANGING CONTRACTOR/ARCHITECT/ENGINEER: \_\_\_\_\_

\_\_\_\_\_

I AGREE TO HOLD THE CITY OF CORAL GABLES, ITS AGENTS AND AUTHORIZED PERSONNEL, HARMLESS AND RELIEVE THEM FROM ANY RESPONSIBILITY FOR DAMAGE, COSTS OR EXPENSES, INCLUDE Uding ATTORNEY'S FEES, RESULTING FROM THE CHANGE OF CONTRACTOR FOR THE EXISTING PERMIT; OR THE ISSUANCE OF THE NEW PERMIT.

PERSON REQUESTING CHANGE OF CONTRACTOR/ARCHITECT/ENGINEER:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

STATE OF FLORIDA )  
COUNTY OF DADE )

THE PERSON WHOSE SIGNATURE(S) APPEAR ABOVE, DEPOSES AND SAYS THAT HE/SHE IS THE LEGAL OWNER OR CURRENT CONTRACTOR ON THE ABOVE PERMIT.

SWORN TO AND SUBSCRIBED BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_.

MY COMMISSION EXPIRES:

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF FLORIDA AT LARGE

**CITY OF CORAL GABLES**  
**BUILDING & ZONING DEPARTMENT**  
**SWIMMING POOL CONTRACTOR'S CERTIFICATION**  
**(PROTECTIVE ENCLOSURE)**

Date: \_\_\_\_\_

I certify that I am the legal contractor, contracted by the owner of the property described as:

Lot (s) \_\_\_\_\_

Block \_\_\_\_\_

Section \_\_\_\_\_ PB \_\_\_\_\_ PG \_\_\_\_\_

Located at \_\_\_\_\_

In accordance with Section 5-12 (e) & (f) of the "Zoning Code" of the City of Coral Gables, I certify that I understand and agree that the swimming pool to be constructed at the above address cannot be used or filled with water until the approved safety barrier (protective pool enclosure with self locking, and self closing gates) as specified on the drawings submitted to the Building & Zoning Department has been permitted, erected, inspected, and approved.

I further understand that this certification does not eliminate the need for obtaining a permit and erecting an approved safety barrier prior to the final inspection and use of the pool, and failure to erect and approved safety barrier may cause a daily fine of \$250.00 per day to be levied against the property.

Owner's Authorization:  
\_\_\_\_\_

Contractor:  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Notary as to Owner.  
\_\_\_\_\_

Notary as to Contractor  
\_\_\_\_\_

My commission expires \_\_\_\_\_

My commission expires \_\_\_\_\_

Two copies of this certification is to be submitted with a swimming pool permit application.

**CITY OF CORAL GABLES  
BUILDING AND ZONING DEPARTMENT**

**CHANGE OF COLOR FORM**

Process # \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Re: Change of roof color from \_\_\_\_\_ to \_\_\_\_\_

at: \_\_\_\_\_

Dear Property Owner:

The Board of Architects has reviewed your application to change the color of the roof at the above-referenced property.

Please be advised that after careful consideration the Board has determined to approve your request subject to the following conditions:

1. That the roof be maintained free of chipping, peeling, discoloration and mildew.
2. In the event a complaint is received by the Code Enforcement Division or the Board of Architects that the roof is not being properly maintained, the Board of Architects may re-examine this request and disapprove the change of color.

Sincerely,

THE CITY OF CORAL GABLES

Board of Architects

Date: \_\_\_\_\_

cc: Code Enforcement Division

**CITY OF CORAL GABLES  
BUILDING AND ZONING DEPARTMENT**

**SPECIAL INSPECTOR FORM**

To: Building Official  
405 Biltmore Way  
Coral Gables, Florida 33134

Date: \_\_\_\_\_

I, the undersigned Professional Engineer/Architect, registered in the State of Florida have been retained by the owners, \_\_\_\_\_ of the property located at \_\_\_\_\_ to perform all the duties of a Special Inspector, as defined in Section 305.3 of the South Florida Building Code.

This office will be responsible to the Building Official of the City of Coral Gables for the inspection of the structural elements of the structure, including all excavations, piling, foundation, all reinforced concrete and structural steel, window and door installation. The pile log and all concrete test reports will be preserved.

I will submit signed and sealed inspection reports and progress reports indicating approved progress of the work and/or required corrections with necessary follow-up reports indicating correction of all deficiencies and/or required corrections.

Upon my determination that the structure has been satisfactorily completed, I will submit to the Building Official of the City of Coral Gables, my Certificate of Compliance stating that to the best of my knowledge and belief and professional judgment the Approved Permit Plans represent the as-built condition of the structural and envelope components of the structure. I understand that this Certificate is a prerequisite to the final inspection by the Building Official for issuance of a Certificate of Occupancy by the City.

\_\_\_\_\_  
/S/ \_\_\_\_\_  
Approved (Owner) (Date)

Reg. No. \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

CCG FORM #10 (B&Z)

\_\_\_\_\_  
SPECINSP

Telephone: \_\_\_\_\_

SEAL:

**CITY OF CORAL GABLES  
BUILDING AND ZONING DEPARTMENT**

**THRESHOLD INSPECTOR FORM**

To: Building Official  
405 Biltmore Way  
Coral Gables, Florida 33134

Date: \_\_\_\_\_

I, the undersigned Professional Engineer/Architect, registered in the State of Florida have been retained by the owners, \_\_\_\_\_ of the property located at \_\_\_\_\_ to perform all the duties of a Special Inspector, as defined in Section 305.3 of the South Florida Building Code.

This office will be responsible to the Building Official of the City of Coral Gables for the inspection of the structural elements of the structure, including all excavations, piling, foundation, shoring and reshoring of structure, all reinforced concrete and structural steel. We will inspect all windows installations, glass sliding doors, balcony and stair railing and guard rails. The pile log and all concrete test reports will be preserved.

I will submit signed and sealed inspection reports and progress reports indicating approved progress of the work and/or required corrections with the necessary follow-up reports indicating correction of all deficiencies and/or required corrections.

Upon my determination that the structure has been satisfactorily completed, I will submit to the Building Official of the City of Coral Gables, my Certificate of Compliance stating that to the best of my knowledge and belief and professional judgment the Approved Permit Plans represent the as-built condition of the structural and envelope components of the structure. I understand that this Certificate is a prerequisite to the final inspection by the Building Official for issuance of a Certificate of Occupancy by the City.

\_\_\_\_\_  
Approved (Owner) (Date)

/S/ \_\_\_\_\_  
Reg. No. \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

CCG FORM #10 (B&Z)  
THRSHLD.INS  
Revised: Nov 19, 1998

Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
SEAL:

**VE ZONE CONSTRUCTION CERTIFICATE**

NAME \_\_\_\_\_ Policy No. \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 LEGAL DESCRIPTION \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Flood Insurance Rate Map Information**

Community	Panel	Suffix	Date of FIRM	FIRM Zone	Base Flood Elevation

**Elevation Information**

Elevation of the lowest horizontal structural member \_\_\_\_\_ ft.  
 Elevation of lowest adjacent grade \_\_\_\_\_ ft.

**Breakaway Certification Statement**

This section must be completed by a registered engineer or architect where breakaway walls are used which exceed a design safe loading resistance of 20 pounds per square foot.

I certify that based upon review of structural designs, specification, and plans for construction including consideration of the hydrostatic, hydrodynamic and impact loading involved, that the design and method of construction are in accordance with accepted standards of practice for meeting the following provisions:

The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood elevation;

The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components.

Breakaway collapse shall result from a water load less than that which would occur during the base flood;

The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components;

The space below the lowest floor is usable solely for parking of vehicles, building access and storage.

**CERTIFICATION**

Certifier's Name \_\_\_\_\_ License No. \_\_\_\_\_

Signature \_\_\_\_\_ Telephone \_\_\_\_\_

**CITY OF CORAL GABLES**  
**BUILDING AND ZONING DEPARTMENT**  
**REQUEST FOR MICROFILM**

THIS IS TO REQUEST PLANS FOR THE : \_\_\_\_\_  
(HOUSE, APARTMENT, STORE, ETC.)

LOCATED AT: \_\_\_\_\_

I AM:

< > OWNER < > BUYER < > ARCHITECT < > CONTRACTOR  
< > OTHER

REASON FOR REQUESTING PLANS, OTHER THAN OWNER OF PROPERTY:

\_\_\_\_\_

SIGN: \_\_\_\_\_ FIRM NAME \_\_\_\_\_

DATE: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

LEGAL LOT (S) \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_

APPROVED \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME ON THIS THE \_\_\_\_\_  
DAY OF \_\_\_\_, 19 \_\_.

MY COMMISSION EXPIRES \_\_\_\_\_

---

FOR OFFICE USE ONLY

RESULTS OF SEARCH:

- ( ) DOCUMENTS PRODUCED
- ( ) REPRODUCTIONS DENIED < SEE REASONS IN THE BACK >
- ( ) DOCUMENTS ARE PRESENTLY UNAVAILABLE.
- ( ) DOCUMENTS ARE PERMANENTLY AVAILABLE
- ( ) OTHER

\_\_\_\_\_  
SIGNATURE (MICROFILM CLERK)

\_\_\_\_\_  
SIGNATURE (RECORDS CUSTODIAN)

**POLICY AND REGULATION  
REGARDING REPRODUCTION OF BUILDING PLANS AND DRAWINGS**

Certified building plans and drawings made or received pursuant to law or ordinance or in connection with the transaction of official business by any public agency must be open for inspection as public records. See, Florida Statutes, Sections 119.01, 119.011 (1) and (2) and 119.07 (1) ( a ). However, reproduction of certified approved plans are not permitted by most building codes adopted by governmental entities pursuant to Florida Statutes, Section 553.73. See, Section 303. 4 ( b ) of the South Florida Building Code, Broward Edition. See also AGO 82-63 where federal copyrighted plans were subject to inspection but not reproduction.

Section 303.4 ( b ) of the South Florida Building Code (Revised 1994) states:

303.4 ( b ) Approved plans and/or amendments thereto retained by the Building Official shall become a part of the public record provided, however, that they be considered instruments of service and confidential records of their author, that they shall be open to the public only for inspection, that the Building Official may permit bona fide owners or designers, employed by such owners, to inspect the plans when not available from their owner in event of the author's death or inability of the author to supply copies.

**CITY OF CORAL GABLES  
BUILDING & PERMIT DEPARTMENT  
TREE REMOVAL/RELOCATION APPLICATION**

BUILDING PERMIT NO. \_\_\_\_\_ TREE PERMIT NO. \_\_\_\_\_

NOTE: Whenever there is a proposed construction which involves the removal or relocation of tree (s), a tree removal/relocation permit must be obtained prior to the issuance of the building permit for the proposed construction:

Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Address: \_\_\_\_\_

Legal Description: Lot (s) \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

Folio No.: \_\_\_\_\_ Use of Property: \_\_\_\_\_

I hereby make application for a permit to remove/relocate \_\_\_\_\_ tree (s) from the above described property. (*Attach site plan/survey as appropriate. See back of page.*)

Reason for proposed removal/relocation: \_\_\_\_\_

Types of trees to be removed/relocated: \_\_\_\_\_

Public Service Department and Building & Zoning Department notes: \_\_\_\_\_

Application Fee: **\$15.00**

Permit Fee: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

INSPECTOR	DATE	INSPECTOR	DATE
Approved _____	Denied _____	Hold _____	_____

I understand that if a permit is issued, I am responsible for the supervision and completion of said tree removal/relocation, in accordance with the approved plans and specifications, and in compliance with all applicable codes and ordinances of the City of Coral Gables. I further understand that I am responsible for and guarantee the survival of all trees relocated or planted in replacement of any trees removed pursuant to this application.

\_\_\_\_\_  
Owner/Qualifier

\_\_\_\_\_  
Date

1. Submittal requirements for the removal/relocation when there is construction intended or proposed for the property.
 

Provide a copy of the survey or a site plan which shows the locations, size, and type of tree to be removed or relocated (in the case of relocating, show proposed new location of the tree). State the reason for the removal or relocation. Show the location, size and type of new trees being planted at the property as applicable.
2. Submittal requirements for tree removal/relocation which is being done in connection with proposed construction for the property.
 

Provide a copy of the site plan for the proposed construction, a tree survey which shows the location, type and size of all trees on the property with nine inch (9") or greater circumference, and a copy of the landscaping plan which shows the re-landscaping of the property in connection with the proposed construction.
3. The fee for a tree removal/relocation permit is \$35.00 for the first tree and \$10.00 for each additional tree. In addition a \$15.00 application fee will be charged for each permit application.
 

The following types of trees will not be assessed a fee for their removal; however, a permit must be obtained and the application fee paid, prior to such removal.

  1. Melalcuca quinquenevia (Papertree).
  2. Casuarina spp. (Australine Pine)
  3. Schinus terebinthifolus (Brazilian Paper, Florida Holly)
  4. Albizzia lebbeck (Mother in Laws Tongue)
  5. Arancaria heterophylla (Schefflera, Umbrella Tree)
  6. Brassia actinophylla (Schefflera, Umbrella Tree)
  7. Trees which are no longer viable
  8. Trees which are required to be removed by law

In the event that any tree is removed prior to the issuance of a tree removal permit, including the trees exempted from fees above, then a fine of \$100.00 or double fee shall be assessed, whichever is greater.
4. Application process and review.
  1. Submit your tree removal/relocation application and plan, along with the appropriate fee to the Building & Zoning Department, 3rd Floor, City Hall, 405 Biltmore Way.
  2. On Thursday, the Public Service Department and Building & Zoning Department tree inspectors visit the sites to review the tree removal/relocation application.
  3. On Monday, the Building & Zoning Department notifies the property owner/contractor whether the application has been approved or denied, and what conditions apply to the permit.
  4. The property owner may remove, relocate and replant the trees once the permit has been issued, subject to any conditions of the permit.

**NO TREES MAY BE REMOVED OR RELOCATED UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING & ZONING DEPARTMENT**

The information contained in this manual is intended to serve as general guidelines. It is current as of August, 1999. The codes are continuously changing and anyone using this manual should seek the assistance of the Building and Zoning Department's staff to receive up-to-date information.