

## ***MOVING RIGHT IN TO CORAL GABLES: A RESIDENT'S CHECKLIST***

**[www.coralgables.com](http://www.coralgables.com)**

Service	Contact/Location	Other Information (call to verify rates)
Address change (home owners)	Dade County Property Appraiser's Office 111 N.W. 1 St., Suite 710 Miami, FL 33128  305-375-4008 <a href="http://www.co.miami-dade.fl.us/pa">www.co.miami-dade.fl.us/pa</a>	This will make sure that the Coral Gables tax bill will be received at the current address, so no fee will be assessed
Alarm Permits	City of Coral Gables Finance Dept. Alarm Section  305-460-5280	Fill out a Residential Security / Alarm User Registration Form and pay a first-time fee of \$25. Every subsequent year pay \$10. Residents will be fined for more than two false alarms each year. These fees can be waived for senior citizens.
Cable Television	Comcast 388 Minorca Avenue Coral Gables, FL 33134  305-232-8132  <a href="tel:1-800-266-2278">1-800-266-2278</a>  <a href="http://www.comcast.com">www.comcast.com</a>	Service: 24 hrs. / 7 days;  Billing office: Mon.-Fri. 8:30 a.m. - 6:00 p.m. (closed 1:00 - 2:00 p.m.) Sat. 10 a.m. - 2:00 p.m.  Comcast offers various levels of Cable and Digital Cable packages of local broadcast channels, basic and expanded basic cable channels, Pay-Per-View and premium channels.
Code Enforcement	City of Coral Gables Building & Zoning Dept. 427 Biltmore Way, 1 <sup>st</sup> Floor  Code Enforcement Info. desk: 305-460-5226	Homeowners' questions answered and necessary forms are available.  Pamphlet is available at Building and Zoning Dept. for information on common violations of the City's code
District Court	Coral Gables District Court 3100 Ponce de Leon Boulevard - 33134  305-275-1155	Civil cases, Small Claims, Family Court, Traffic, Landlord/Tenant, Civil Damages. Declaration of Domicile processing. Oath of Witness to a Will taken. Marriage licenses issued and marriage ceremonies performed. Traffic and parking citation payments may be made at this location.  Hours: 9:00 a.m. - 4:00 p.m. Mon. - Fri.
Driver Licenses	State of Florida Department of Highway Safety and Motor Vehicles Coral Gables Branch 4520 Ponce de Leon Boulevard - 33146  800-303-7288 for appointments 850-617-2000, 8a.m.-5p.m. for General Customer Service <a href="tel:305-229-6333">305-229-6333 - Coral Gables Branch</a> <a href="http://www.hsmv.state.fl.us">www.hsmv.state.fl.us</a>	Appointments can be made over the phone or on line at <a href="http://oasis.hsmv.state.fl.us">http://oasis.hsmv.state.fl.us</a>  Mon., Wed., Fri., 8:00a.m.-5:00p.m. Tues. & Thurs. 8:00 a.m. - 6:00 p.m.  (No driving tests at this location)

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Electricity	<p>Florida Power and Light 9250 West Flagler Street Miami, FL 33174</p> <p><u><a href="http://www.fpl.com">www.fpl.com</a></u></p> <p>305-442-8770 for residential service 305-442-0388 for business service</p>	<p>There is a connection fee and deposit on account. Deposit varies depending on credit rating. Deposit earns interest after six months. A one time 6% initiation charge will be billed to your account on your first bill.</p>
<p>Fire Dept.  (911 for Emergency)</p>	<p>City of Coral Gables Fire &amp; Rescue</p> <p>Station #1 - 2815 Salzedo Street 305-442-1600</p> <p>Station #2 - 525 South Dixie Highway 305-667-7531</p> <p>Station #3 - 11911 Old Cutler Road 305-460-5511</p>	<p><u>Some services offered:</u></p> <p>Blood pressure screening at any time</p> <p>Batteries for smoke detectors</p> <p>Station Tours (by appointment) for groups up to 25 persons, usually for cub scouts, young children along with their parents. Fire Safety is stressed - equipment and gear are demonstrated and explained.</p> <p>Fire Safety Awareness Classes for Hi-Rise Residential and Office Buildings. Home fire safety classes through Citizens Crime Watch (305-446-4180).</p> <p>CPR and First Aid Classes (a fee is charged)</p> <p>Fire drills for schools and high-rise buildings</p> <p>Child car safety seat installation and inspection</p>
Gas for dwellings	<p>Florida City Gas 305-693-4311 <u><a href="http://www.floridacitygas.com">www.floridacitygas.com</a></u></p> <p>-----</p> <p>TECO Peoples Gas 877-832-6747 or 305-940-0139 <u><a href="http://www.peoplesgas.com">www.peoplesgas.com</a></u></p>	<p>Connection fee. Deposit varies depending on location</p> <p>-----</p> <p>Deposit and meter turn on/reconnection charges apply.</p>
Government	<p>Coral Gables City Hall 405 Biltmore Way</p> <p>305-446-6800</p> <p><u><a href="http://www.coralgables.com">www.coralgables.com</a></u></p>	<p>For all municipal services call the City of Coral Gables at the number provided. The reception desk will transfer you to the appropriate department. Call 305-460-5205 for a City Services Guide listing all departments and phone numbers.</p> <p>For Miami-Dade County services call the County's Answer Center at 305-468-5900.</p>
Historic Homes	<p>Historical Resources Department City Hall, 2<sup>nd</sup> Floor 405 Biltmore Way</p> <p>305-460-5093</p>	<p>Homes may be historically designated if they meet certain criteria: age of house 50 years or more, and/or designed by certain architect(s) or possessing applicable architectural features. Call to inquire about possible benefits and programs.</p>

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House Painting Permits	<p>City of Coral Gables Building &amp; Zoning Dept. Front Counter City Hall, 3<sup>rd</sup> Floor 405 Biltmore Way</p> <p>305-460-5249 and 305-460-5260 305-569-1803 for builder/owner representatives General Information Desk 305-460-5235</p>	<p>Interior and exterior painting permits required. Permits for preapproved colors can be done as walk-up. Other colors require Board of Architects review. The Board of Architects can be reached at 305-460-5238.</p> <p>Some properties may be historically designated. See "Historic Homes" section.</p>
Library, Public	<p>Metro-Dade Public Library System Coral Gables Branch 3443 Segovia Street</p> <p>305-442-8706; <a href="http://www.mdpls.org">www.mdpls.org</a></p>	<p>Mon. - Thurs. 9:30 a.m. - 9 p.m. Fri. - Sat. 9:30 a.m. - 6 p.m. Sunday - Closed</p> <p>Free library card with proof of Miami Dade residency Free internet access with your library card</p>
Neighborhood Crime Watch	<p>Crime Watch for Coral Gables</p> <p>305-441-5760</p> <p><a href="http://www.crimewatchcoralgables.com">www.crimewatchcoralgables.com</a></p> <p>email <a href="mailto:crimewatch@coralgables.com">crimewatch@coralgables.com</a></p>	<p>Coral Gables Citizens' Crime Watch is neighbors helping neighbors to prevent crime. Programs offered in partnership with Coral Gables Police Dept. are:</p> <ul style="list-style-type: none"> <li>• Personal Safety and Crime Prevention presentations</li> <li>• Vacation House Watch</li> <li>• VIN-Etch - safeguard your car</li> <li>• Direct Connect - property protection for businesses</li> <li>• Security Surveys of your home or business</li> </ul> <p>Also offered: Home fire safety classes by Coral Gables Fire Dept.</p>
Passports	<p>United States Postal Service Coral Gables Branch 251 Valencia Avenue *305-443-2532 <a href="http://www.usps.com">www.usps.com</a> Passport Hours: 10:00a.m. - 3:30p.m. Mon.- Fri 10:00a.m. - 1:30p.m. Saturday ----- City Clerk's Office Coral Gables City Hall 405 Biltmore Way *305-460-5209 <a href="http://www.coralgables.com">www.coralgables.com</a> Hours: 8:30 a.m - 4:00 p.m. Mon - Fri</p>	<p>For a new passport bring:</p> <ul style="list-style-type: none"> <li>• Original U.S. birth certificate or certified copy - or -</li> <li>• Naturalization Certificate (original only)</li> <li>• 2 passport pictures</li> </ul> <p>To renew a passport bring:</p> <ul style="list-style-type: none"> <li>• Old passport; 2 passport pictures</li> <li>• Valid Driver License</li> </ul> <p>Passport for child 14 and over: child must be present.</p> <p>*Call for payment options and other questions</p>
<p>Applicants traveling within 14 days, <u>must</u> make an appointment with the Regional Passport Agency. Call 1-877-487-2778 to make an appointment. The Agency is located at the Claude Pepper Federal Office Building, 51 S.W. 1<sup>st</sup> Avenue, 3<sup>rd</sup> Floor, Miami, FL 33130</p>		

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Service	Contact/Location	Other Information (call to verify rates)
Pet Registration	Dade County Public Works Animal Care and Control Division 7401 N.W. 74 Street Miami, FL 33166  305-884-1101  <a href="http://www.co.miami-dade.fl.us/animals">www.co.miami-dade.fl.us/animals</a>	Every dog and cat over the age of four months must be vaccinated against rabies annually.  Every vaccinated dog must have and wear a Miami-Dade County rabies tag, to be purchased each year according to the dog's first rabies tag purchase date.  Spaying & neutering services also available by appointment.  Shelter hours: 8:00 a.m. - 7:00 p.m. Mon. - Fri. 9:00 a.m. - 5:00 p.m. Sat. & Sun.
Police Dept.  (911 for Emergency)	2801 Salzedo Street  305-442-1600	Station open 24 hours / 7 days  <u>Some services office:</u> Vacation/absence home checks by police officers.  Residential and business surveys to secure premises.  Locking devices and VIN etching for residents' vehicles.  Speakers available for schools, churches, and groups on various topics on crime prevention.  Self-defense classes for women.
United States Postal Service	Coral Gables Main Branch 251 Valencia Avenue  ----- United States Postal Store 20 Miracle Mile  For all postal information, call 1-800-275-8777 <a href="http://www.usps.com">www.usps.com</a>	Full Service: Mon. - Fri. 8:30 a.m. - 6:00 p.m. Sat. 8:30 a.m. - 2:00 p.m. Self Service: Mon. - Fri. 6:00 a.m. - 6:00 p.m. Sat. 6:00 a.m. - 4:30 p.m. Sun. 9:00 a.m. - 2:00 p.m.  ----- Mon. - Sat. 10:00 a.m. - 6:00 p.m.  Change your mailing address on line at <a href="https://moversguide.usps.com">https://moversguide.usps.com</a>
Property Tax Information	Dade County Tax Collector 140 W. Flagler St., Suite 1403 (mail: 14 <sup>th</sup> Flr.; payment in person: Rm. 101) Miami, Florida 33130  305-270-4916 automated information 305-375-5448 to leave a message <a href="http://www.co.miami-dade.fl.us/finance">www.co.miami-dade.fl.us/finance</a>	Mon. - Fri. 8:00 - 5:00 excl. holidays  Automated Voice Response Info. System: 24 hrs./day, 7 days/week.  Call 305-375-3024 or go to <a href="http://www.miamidade.gov/pa/exemptions.asp">www.miamidade.gov/pa/exemptions.asp</a> for exemptions information

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Public Transportation	<p>Metro-Dade Transit Agency 111 N.W. 1<sup>st</sup> Street, Suite 910 Miami, FL 33128</p> <p>Customer Service - 305-770-3131 (transit maps by mail available) Comments &amp; Suggestions - 305-654-6586 <u><a href="http://www.miamidade.gov/transit">www.miamidade.gov/transit</a></u></p>	<p>Local Metrorail stations: Douglas Metrorail Station 3100 Douglas Rd. (S.W. 37<sup>th</sup> Ave.), Miami Connecting Metrobus service: 22, 37, 40, 42, 48, 65x, 72, J</p> <p>University Metrorail Station 5400 Ponce de Leon Blvd., Coral Gables Connecting Metrobus service: 48, 56, Gables Connection</p>
Recycling (also see Solid Waste, below)	<p>City of Coral Gables Public Service Dept. Waste Collection Division</p> <p>305-460-5346</p>	<p>The recycling fee is included with the Waste Collections fee. Recycling is scheduled once a week and date of pickup varies depending on area.</p>
Schools, Private	<p>Association of Independent Schools 954-267-9496 <u><a href="http://www.aisfl.com">www.aisfl.com</a></u></p> <p>Florida Council of Independent Schools 813-287-2820 <u><a href="http://www.fcis.org">www.fcis.org</a></u></p>	<p>Call the Development Department at 305-460-5311 for a list of private schools in Coral Gables.</p>
Schools, Public	<p>Dade County Public Schools</p> <p>Boundary &amp; Enrollment Info. - 305-883-5651 (give age of student and home address)</p> <p><u><a href="http://www.dadeschools.net">www.dadeschools.net</a></u></p>	<p>Call the Development Department at 305-460-5311 for a list of feeder pattern schools for Coral Gables.</p>
Social Security	<p>6101 Blue Lagoon Drive, Suite 300 Miami, FL 33126</p> <p>800-772-1213; TTY: (800) 325-0778</p> <p><u><a href="http://www.ssa.gov">www.ssa.gov</a></u> main page <u><a href="http://www.socialsecurity.gov/onlineservices">www.socialsecurity.gov/onlineservices</a></u> for what you can do via the internet</p>	<p>8:30 a.m. - 3:30 p.m., Mon. - Fri.</p>
Solid Waste – Single Family Waste Collection	<p>City of Coral Gables Waste Collection Division</p> <p>305-460-5346</p> <p>Fee information: 305-460-5301</p> <p>Pamphlet “Talking Trash”: 305-460-5226</p>	<p>New owners of property must submit warranty deed to the Finance Department Waste Collection Division.</p> <p>If renting, owner must submit letter saying that property is rented and to whom.</p> <p>Fees are collected quarterly, semi-annually, or annually</p> <p><u><a href="http://www.coralgables.com/cgweb/garbage_recycling.aspx">www.coralgables.com/cgweb/garbage_recycling.aspx</a></u></p>

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Service	Contact/Location	Other Information (call to verify rates)
Taxes	See: —Address Change —Property Tax Information	
Telephone Service	<p><u>Local Service:</u> AT&amp;T (formerly BellSouth) 888-757-6500 residence 888-620-6000 business AT &amp; T - 800-222-0300 - <a href="http://www.att.com">www.att.com</a> BellSouth - <a href="http://www.bellsouth.com">www.bellsouth.com</a></p> <p><u>Some Long Distance Carriers:</u> MCI - 800-444-3333 - <a href="http://www.mci.com">www.mci.com</a> Sprint - 800-877-4646 - <a href="http://www.sprint.com">www.sprint.com</a> Verizon- 800-483-4000 - <a href="http://www.verizon.com">www.verizon.com</a></p>	<p>In December 2006 AT&amp;T and BellSouth merged to form the New AT&amp;T</p> <p>Other local service providers are listed on pages 4 &amp; 5 of the BellSouth White Pages phone book</p> <p>Other long distance service providers are listed in the Yellow Pages under “Telephone Service-Long Distance”</p>
Vehicle and Boat Registration	<p>Metro-Dade County Coral Gables Tag Agency 1418 Ponce de Leon Boulevard  305-443-8065</p> <p><a href="http://www.miamidade.gov/taxcollector/auto_related_links.asp">www.miamidade.gov/taxcollector/auto_related_links.asp</a></p>	<p>Mon. - Fri. 9:00 a.m. - 4:45 p.m.</p> <p>The Miami-Dade Tax Collector acts as agent for the State of Florida Dept. Of Highway Safety and Motor Vehicles.</p> <p>Requirements for Vehicle Registration: Title of Vehicle, Driver’s Licence, and Proof of Insurance</p> <p>Requirements for Boat Registration: Title of Boat, Boaters Licence</p>
Voter Registration	<p>Miami-Dade Elections Department 2700 N.W. 87 Avenue Miami, FL 33172  305-375-4600</p> <p><a href="http://election.dos.state.fl.us">http://election.dos.state.fl.us</a></p>	<p>Mon. - Fri. 8:00 a.m. - 5:00 p.m.</p> <p>Voter Registration Application forms can also be picked up in the Clerk’s Office at Coral Gables City Hall, 405 Biltmore Way.</p>
Water & Sewer (Turn On/Off)	<p>Miami-Dade Water and Sewer Authority 3575 S Le Jeune Rd.  305-665-7488 <a href="http://www.co.miami-dade.fl.us/wasd">www.co.miami-dade.fl.us/wasd</a></p>	<p>Connection fee and deposit required.</p> <p>Mon. - Fri. 8:00 a.m. - 5:00 p.m.</p>
Zoning Analysis	<p>Building and Zoning Department 305-460-5240</p>	<p>The analysis includes an overview of zoning on property, lot leverage allowed, and setbacks</p>