City of Coral Gables
Building and Zoning Department

Frequently Called Numbers:

Owner/Builder Representative	305-569-1803
General Information	305-460-5265
Plans Status	305-460-5246
Inspections Desk	305-460-5245
Zoning Technicians	305-460-5254
	305-460-5253
	305-569-1805
Electrical Official	305-460-5255
Mechanical Official	305-460-5243
Plumbing Official	305-460-5258
Microfilm	305-460-5262
Board of Architects	305-460-5238
Construction Reg. Board	305-460-5228
Board of Adjustment	305-460-5240
Code Enforcement	305-460-5226
B & Z Director	305-460-5227
Asst. Director - Zoning	305-460-5241
Asst. Director - Building	305-460-5244
Zoning Administrator	305-460-5240
Fax (Permit)	305-460-5261
Fax (Code Enforce)	305-460-5348
Fax (Inspections Desk)	305-569-1827

continued

- Notify the developer of any construction defects within one year after the closing of a newly constructed home. Complaints should be made in writing and sent by certified mail with a return receipt requested to verify that the developer or contractor has received the documents.
- If the developer/builder participated in any of the available Home Warranty Programs, follow their specific instructions in resolving your claims.

This publication can be made available in large print, tape cassette, or Braille, upon request.

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CORAL GABLES CITY COMMISSION

Jim Cason, *Mayor*
William H. Kerdyk Jr., *Vice-Mayor*
Rafael "Ralph" Cabrera Jr., *Commissioner*
Maria Anderson, *Commissioner*
Frank C. Quesada, *Commissioner*

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Craig E. Leen, *City Attorney*
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Visit the City of Coral Gables Web site:
www.coralgables.com

Helpful Hints When Buying a Newly Constructed Home

City of Coral Gables

Before closing on a home, it is recommended that buyers conduct a walk-thru with the developer/ builder or designee to inspect the house they plan on purchasing prior to signing any documents. Bring along someone who is knowledgeable in the building trade, such as a licensed engineer or architect, as your representative.

Walk-Thru/Inspection List:

The following is a list of items that buyers should check during the walk-thru/ inspection of newly constructed homes:

- Check for plumbing leaks, noisy water lines and indication of a roof leak
- Check for chipped or loose roof tiles
- Verify that doors and windows function properly
- Check the operation of air conditioning and heating systems and for any condensation or drain leaks
- Verify that there are no clogged sewer lines, fixtures and drains
- Check for any malfunctions in appliances that are furnished by the developer
- Check electrical outlets and light fixtures for proper functioning.
- Check surrounding property for possible water drainage problems, such as ponding
- Check kitchen cabinets and vanities for proper functioning
- Check for caulking missing around windows, doors and other finished areas
- Check for adequate insulation in the attic
- Check for any deviations from the originally approved plans
- Check for chipped, broken or cracked floor and/or counter tiles
- Check the workmanship such as finish on walls, trim or paint
- Check the operation of intercom and alarm systems, if required
- Verify the installation of any required landscaping

Items To Obtain Prior To Closing:

Buyers of newly constructed homes should obtain the following items before closing:

- A list of contractors and sub-contractors who worked on the house, including telephone numbers, addresses and "Certificate of Competency" numbers
- A copy of the approved set of plans for the home from the Microfilm Office at the Building and Zoning Department. For applicable fees and further information, call 305-460-5262.
- A survey, including location of sewer or septic tank
- All flood zone information from your lender and insurance agent. Determine what type and level of insurance you should carry such as homeowners, flood or title insurance
- A copy of product approvals for the roof system and any other items that have product control approval requirements such as screen enclosures, windows, French doors or trusses
- A roof insulation certificate
- Air conditioning energy card(s) posted by the mechanical contractor at the air handling unit(s)
- A soil statement certificate, if available
- A termite inspection certificate from builder, if available
- A radon test certificate, if available
- Any homeowner association documents, if available

Warranties:

Buyers should receive the following items from the developers/builders:

- All warranties issued by contractors, sub-contractors and/or appliance manufacturers such as air conditioning unit, electrical appliances or roof system. Ensure that warranty certificates are properly completed and returned to manufacturers within the proper time frame to cover repairs or replacement of new appliances.
- Any insurance acquired under the available Home Warranty Programs. Under those programs, the developer/ builder typically provides express warranty of one year for workmanship, two years for home systems, and eight years for major structural defects. The warranty companies will step in during the first two years if the developer/builder fails to live up to the agreement. Additionally, the program provides dispute resolution between home builders and homeowners.

Claims:

Alternatives available if defects in a newly constructed home are encountered:

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