

## **COMMONLY REQUESTED CORRECTIONS**

The following corrections represent the most common issues identified by various trades throughout the City. While the list below is not all-inclusive of potential issues that will result in a rejection, the intent of this document is to prevent the more common issues from being overlooked by Design Professionals.

Please note that reviews for the Florida Building Code (FBC) trades (i.e. Building, Structural, Mechanical, Electrical, and Plumbing) are based on the latest adopted version of the Florida Building Code. Fire review is based on the latest adopted version of the Florida Fire Prevention Code, and the remaining trade reviews are based on current provisions outlined by the Coral Gables City Code and Zoning Code. All reviews are also subject to requirements of the Miami-Dade County Code as well as Florida Statutes and applicable parts of the Florida Administrative Code.

**Permit applications will not be deemed complete and sufficient until the application is fully filled out and executed, with all required information and supporting documentation, including approvals for Fire and non-FBC trades, as well as any required external agency approvals.**

### **Commonly Requested Building Corrections:**

1. Provide code references.
2. Provide a survey that is not more than (5) years old, survey requires a digital signature w/ license image.
3. Plans require a valid signature & license image. Current sets have been altered therefore signature is invalid.
4. Provide bathroom fixture clearances required by FBC 2023, R307.1.
5. Indicate bedroom egress windows in floor plan per FBC 2023, R310.
6. Provide each discipline in separate pdf's--see naming convention and all requirements at <https://www.coralgables.com/departmentservices/electronic-submittal-guide>
7. Per FBC 2023, R4501 indicate pool barrier requirements on the site plan, provide secondary barrier & provide pool barrier requirements form signed, form to be found at the city of coral gables website.  
<https://www.coralgables.com/sites/default/files/2024-06/pool-safety-requirements-2024-ch%20%281%29.pdf>
8. Provide secondary barrier & provide pool barrier requirements form signed, form to be found at the city of coral gables website.  
<https://www.coralgables.com/sites/default/files/2024-06/POOL-SAFETY-REQUIREMENTS-2024-CH%20%281%29.pdf>

9. All gates shall swing outward away from the pool. FBC 2023, R4501.
10. Provide an index of drawings for all disciplines.
11. Provide narrative for corrections & bubble revisions. For next submittal place the revised sheets before "void" sheets and provide the entire set PER  
<https://www.coralgables.com/departments/development-services/electronic-submittal-guide>
12. Provide shop drawing stamp of approval by the design professional.
13. NOA's are missing the shop drawing approval stamp from the design professional.
14. " integrity of fire rated demising wall is to be maintained during and after construction". (for commercial)
15. See development services permitting requirements per type @ city of coral gables- <https://www.coralgables.com/sites/default/files/2025-04/04-18-2025-%20final%20ih---permit%20requirements%20for%20ds.pdf>

### **Commonly Requested Structural Corrections:**

1. Special Inspections are required for Pile Installations, Soil Compaction, Reinforced Masonry, and Steel Connections. Submit a Special Inspector Form for these items if they occur on the project. Use the current Special Inspector Form that is on the Development Services website. All requested information must be provided - Owner's name, Project Address, Permit Number, Special Inspection Items, Special Inspector Representatives, Owner's Signature, and Special Inspector's Electronic Signature – for the form to be accepted.
2. The digital signature (signature and associated signature text) must meet the requirements of the Florida Administrative Code, Section 61G15-23.00493)(d) and have a Digital ID/Certificate from one of the trusted agencies listed in the Development Services website – IdenTrust, GlobalSign, Digicert, and Entrust Datacard.
3. For projects located east of Old Cutler Road that are within the shaded area of the Foundation Map in Appendix B of the City of Coral Gables Zoning code, all structures except driveways and aluminum picket fence posts are to be supported on pile foundations. There is an exception for structures that are not in a V-Zone (HFH) if the foundation bears on a natural undisturbed sound rock formation that is at least five (5) feet thick and that the bottom of the footings are at least six (6) inches below the top of the natural sound rock formation. If the exception is to be utilized, a geotechnical engineer registered in the State of Florida will have to verify that the listed thickness of the undisturbed sound rock formation extends over the entire limits of the structure.
4. If the foundation is supported on piles, the drawings shall include the complete design of the pile. For helical piles, the shaft diameter, pile length, the diameter and quantity of helices, and the installation torque must be provided. If the helical pile design is delegated to a Specialty Engineer, the Specialty Engineer's documents must be submitted prior to permit approval.
5. The top and bottom chords of all roof trusses shall be minimum 2"x6".

6. For projects that have a new roof, the drawings shall include a site-specific roof wind uplift diagram delineating the limits of all ASCE 7 roof zones and include the wind uplift pressures for the roofing system at each zone.
7. For projects that include the addition of new exterior windows and/or doors, the plans shall include the ASCE 7 design wind pressure values for all new windows and doors. The glazing pressures shall be shown on the building elevations so there is no confusion as to which pressure applies to which window or door. If “allowable” ASD pressures are to be provided, please indicate this on the drawings.
8. For projects that include the addition of new exterior windows and/or doors, the plans shall include a wood buck attachment detail, as the window/door product approvals do not include this detail.
9. For projects that include demolition of portions of the existing structure, indicate extent of required temporary shoring on plan. Provide shoring design and supporting calculations. If design of shoring is delegated, add a note on the plans indicating that temporary shoring drawings and calculations are required to be designed by a Florida Registered Design Professional and submitted to the Engineer-of-Record for review and approval prior to commencing with work. This information should also be indicated on the demolition plan.
10. For projects that include new interior partitions, provide lateral/diagonal support bracing connected to the underside of the existing structure for the top of partitions to resist the 5 PSF lateral partition load required by the Florida Building Code. Specify all members and the type/size/quantity/embedment length of all fasteners.
11. For 3D model analysis and design results, please do not submit only table input/output. Calculations for structural models should include the following: graphical images/screenshots of model geometry/definition, material properties, member assignments, member releases, member overrides, joint restraints, joint constraints; screenshots of model loading including member point loads, line loads, and area loads for gravity and lateral loading. Model results should be shown using graphical output/screenshots of all applicable results, including: axial, shear, bending, and torsion diagram outputs; required reinforcement in each direction; deflected shapes for the critical load combination; member unity checks; transfer reactions and foundation reactions. Certain information, such as load cases/combinations can be submitted in table format.
12. Provide Soil Statement or signed and sealed Geotechnical Engineering Report, as applicable for scope of work.

### **Commonly Requested Mechanical Corrections:**

1. FBCE C403.2.1-provide heat load calculations signed and sealed by engineer of record.
2. FBCE C407- provide energy code compliance report signed and sealed by engineer of record.

3. FBCE C403.2.4.3-provide automatic damper in o/a duct, damper shall automatically shut when the system or space served are not in use.
4. FMC 606.2.1- show smoke detector installed in supply air systems (NFPA-90a) for units with capacity greater than 2000 cfm.
5. FMC 603.2- provide the size of the ducts. Ducts must be sized in accordance with acca manual d or approved methods.
6. FMC 601.6- provide balance return air means in the bedrooms or interior rooms.
7. FMC 502.18- exhaust system is required for bathrooms in accordance with the ventilation requirements chapter 4.
8. FMC 505.2- a make-up air means directly to domestic range hood could be required if the exhaust hood system is capable of exhausting more than 400 cfm. Please provide hood specification. Makeup air duct to the domestic range shall be equipped with motorized damper interlocked with the hood exhaust system. Bathroom exhaust fans and dryer vent wall caps have gravity dampers.
9. FMC 403.3.1.1- provide outside air calculation chart based on occupational load.
10. FBC R806.5- unvented attic must comply with code.
11. FBCE R501.7- missing AHRI sheet.

#### **Commonly Requested Electrical Corrections:**

1. Total demolition: Need letter from utility company (FPL) that certifies that the power will be cut before the demolition of the buildings.
2. Island counter receptacle is required per NEC 210.52(C)(2)(3).
3. Peninsula counter receptacle is required per NEC 210.52(C)(2)(3).
4. Provide fault current calculation. NEC 110.9 and NEC 110.10 Provide a letter from FPL with the available fault current at the secondary of the transformer.
5. Location of electrical panels. Not in vicinity of easily ignitable material. NEC 240.24(D).
6. Smoke alarm is required outside sleeping area in the immediate vicinity of the bedroom. FBC R314.3.
7. If the pool deck is modified or new coping is installed, an equipotential bonding is required per NEC 680.26.
8. Overhead conductors shall meet the clearance requirements per NEC 680.9(A)(B)(C).
9. Disconnecting means shall be provided for disconnecting all ungrounded conductors that supply or pass through the building or structure. NEC 225.31.
10. Surge-protection device is required. 2020 NEC 230.67.
11. 2020 NEC 210.8(A) Dwelling Units GFCI Protection. All 125-volt through 250-volts receptacles installed in the locations specified in 210.8(A)(1) through (A)(11) and supplied by single-phase branch circuit rated 150 volts or less to ground shall have ground-fault circuit-interrupter protection for personal.

12. The Fire Department recommends that electrical vehicle charging systems be located outside of your residence to protect against the possibility of a fire within the residence. Consider relocating the equipment to the outside of the building, and consider only charging your vehicle when it is located outside of the building.
13. When alterations, repairs or additions requiring a permit occur, or when one or more Sleeping rooms are added in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings: the smoke alarms shall be interconnected and hard wired. FBC R314.2.2.
14. Provide underground electrical service per City of Coral Gables Sec. 78-282. - Utility poles and underground utilities in SFR, MF1, MF2, and MFSA districts: The following provisions shall apply to utility poles and underground utilities on private property for all new construction and for existing construction. For the purpose of this section "service to the building" shall include electrical service, communications service, broadband service, and video service to the building: (1) In SFR, MF1, MF2, and MFSA districts, all utility poles and lines shall be placed in rear yard areas reserved for utility uses by easements granted for that purpose. (2) The service lines for all utilities for new buildings and or structures on private property from the public rights-of way or public easement to the demarcation or entry point for the building or structure shall be placed underground. (3) The lines for all utilities for existing buildings or structures on private property from the public rights-of way or public easement to the demarcation or entry point for the building or structure shall be placed underground when any of the following occur: a. The service to the building or structure is replaced; b. The service to the building or structure must be relocated due to an addition or alteration to the building or structure; c. The service to the building or structure must be upgraded; or d. An alteration to a building or structure is an alteration-level 3 pursuant to the Florida Building Code. (Ord. No. 2022-69, § 2(Exh. 1), 12-13-2022).
15. Comply with City of Coral Gables Zoning Code Ordinance 12-102.

### **Commonly Requested Plumbing Corrections:**

Frequent & common plumbing division plan review commentary ;

1. Derm approval { Core, F.O.G. , Paving & Drainage, Asbestos, etc.... }.
2. Derm Sewer Allocation Letter [ Certification of Adequate Capacity ].
3. Water & Sewer Dept. { WASD } approval.
4. WASD Verification Letter.

5. Florida Dept of Health approval [ exiting septic systems /new performance-based treatment systems – PBTS ].
6. Derm – OSTDS approval [ PBTS ].
7. Digital signatures & license seals on submittals by design professionals.
8. Submittals / Uploads as per City's Portal Guidelines [ pdf's per discipline ].
9. Completed permit applications [ inclusive of detailed description & cost of work ].
10. FDEP approvals for Class V wells & structures.
11. Storm Water Pollution Prevention Plans [ Control, Erosion & Turbidity uploads ].
12. Public Works approval for sewer connections .

### **Commonly Requested Fire Corrections:**

1. Provide all applicable code references in accordance with the current edition of the Florida Fire Prevention Code.
2. Provide detailed building description identifying construction type height, occupancy classification, provided fire protection systems (fire alarm, fire sprinkler, smoke control etc).
3. Provide detailed scope of work identifying all work in space. Identify existing, demolition and proposed work.
4. Provide occupancy classification in accordance with the current edition of the Florida Fire Prevention Code.
5. Provide arrangement of means of egress in accordance with the current edition of the Florida Fire Prevention Code.
6. Clearly identify all fire rated wall and door assemblies.
7. All frameless glass walls and doors shall be equipped with permanently installed distraction markings. Distraction markings need to be installed at a height of between 55 and 63 inches above finished floor.
8. Provide complete design criteria for emergency power systems. Clearly identify on the plan the level, class, and type of emergency power system to be installed.
9. Provide fire sprinkler design criteria in accordance with the all-applicable sections of Florida Administrative Code 61G15-32.003 & .004.
10. Provide fire alarm design criteria in accordance with all applicable sections of the Florida Administrative Code 61G15-32.008

### **Commonly Requested City Architect Corrections:**

#### **GENERAL COMMENTS**

1. All permit applications must contain a detailed scope of work in the “description” section clearly identifying proposed alterations or improvements.
2. Submit overall color photographs of all affected structures on site to verify existing conditions prior to proposed alterations or improvements.
3. Submit a current (within 5 years) survey of the entire property with trees to verify all existing conditions on site.

4. All shop drawing shall be digitally signed and contain the delegate engineer electronic seal on the title block. all shop drawing submittals shall be reviewed by the architect of record and shall have an approval stamp on the cover sheet.
5. Additions and alterations projects shall provide existing plans (site plan, floor plan, elevations) and proposed plans (site plan, floor plan, elevations) on same sheets for comparison purposes. existing plans shall include proposed demolition scope of work.
6. All proposed mechanical equipment shall be indicated on site plan and shall be screened from public view. front, rear and side yard screening is required.
7. Master permit drawings referencing shop drawing submittals by others or delegate engineer shall provide detailed information (enlarged plans, elevations, sections & details) to establish "basis of design" standards necessary to evaluate future submittals. all proposed materials, finishes, dimensions, patterns and colors shall be included.
8. All proposed site equipment for commercial projects with exposed above ground piping (ddcv, bfp, piv, rpz, etc.) shall be located behind the front plane of the building or recessed in alcove and concealed with landscape screen.
9. All windows and doors shall be recessed 4" from face of opening in buildings receiving mediterranean bonus incentives.
10. All storefront glazing installed along ground floor commercial projects shall be clear glass (tinted, obscure, opaque and spandrel glass are not allowed) .
11. All new exterior construction materials, finishes and products not typically used in residential and commercial projects require board of architects review and approval prior to use in coral gables.
12. New single family residential projects require a "statement of architectural style" and a context study of existing adjacent properties to verify neighborhood compatibility.
13. Exposed fasteners used to connect main structural members (columns, beams, wall brackets, railing posts, etc.) shall be concealed to minimize visual impact.
14. Submit condominium homeowner's association approval letter indicating unit number and proposed scope of work.
15. Applicants requesting approval for solar panel installation and metal roof replacement require full board of architects review.

### **Commonly Requested Zoning Corrections:**

1. It is mandatory for the Zoning Division's plan re-review process to provide a written response sheet to all zoning comments. Plans will not be re-reviewed if the response sheet is not provided. Please avoid using generic responses like "SEE PLANS" or "SEE CALCULATIONS." When responding to each zoning comment, indicate the page number and how the correction has been addressed. The

response sheet(s) will only be accepted as a digital file uploaded to the City Portal for each review cycle.

2. For revision, please include a detailed narrative through a revision summary table that identifies the sheets that were revised, numbered delta, revision date and explanation of the changes.
3. For interior work only. Provide a complete floor plan with labeled uses of rooms and cloud or hatch the area of work. Add a note on the illustrated floorplan which states "no change in fenestration proposed," should such statement be true.
4. For vacant lots in SFR and MF1 districts. Provide a copy of the building site determination letter. If, you need to apply see this web link for instructions and the application process: <https://coralgablesfl-energovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&moduleId=3&categoryName=All&showTemplates=false>
5. For any encroachment on the right-of-way (signage, driveways etc.) please submit an encroachment & restrictive covenant agreement with the city attorney's office. See the covenant application and information on this web link: <https://www.coralgables.com/departments/city-attorneys-office/legal-forms-resources>
6. Pile foundation is required for all structures located east of Old Cutler Road (see Appendix B. Foundation Map).
7. Light gauge vertical framing material is not allowed in Coral Gables.
8. The Coral Gables Zoning Code requires that the minimum size for upper and lower truss cords in all buildings shall be two (2) inches by six (6) inches.
9. Per Section 7-104. Carbon Concrete Requirements. The construction of all concrete buildings and elements of concrete of all buildings within the MF2, MF3, MF4, and MX zoning districts shall undergo in-situ carbon dioxide mineralization, such that post-industrial carbon dioxide (CO<sub>2</sub>) is injected into the concrete during mixing and chemically converted into a mineral.
10. Exposed piping of any type (plumbing, electrical, etc.) will not be permitted without prior approval from the Board of Architects.
11. In SFR and MF1 districts landscape standard shall apply to new construction or redevelopment if either of the two (2) thresholds are exceeded:
  - i. Cost exceeds ten (10%) percent of the total property value; or
  - ii. Increase of ten (10%) percent in building square footage.
12. Meters, backflow preventers, Siamese connections, and any other type of mechanical equipment or apparatus installed on or attached to premises on the ground floor or roof shall be concealed from public view, concealed with a wall, landscaping, or within a building. All equipment shall be included in architectural drawings in sufficient detail to evaluate aesthetic impact. Mechanical equipment location shall be approved by the City Architect or Board of Architects.

### **Commonly Requested Public Works Corrections:**



1. PUBLIC WORKS SURVEY Provide signed and sealed survey. Boundary survey must include the right of way centerline, lot dimensions, existing structures and paved areas. Survey shall be legible and in scale. Survey shall be legible and in scale, signed and sealed by a Professional Land Surveyor.
2. PUBLIC WORKS CIVIL/SITE PLANS Per FBC Section 107.2.5 the construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and it shall be drawn in accordance with an accurate boundary line survey. Provide the grades in intervals at the back of sidewalk, front of sidewalk, edge of pavement and crown of roadway. Provide these grades in intervals of 20 to 30 feet.
3. PUBLIC WORKS CONSTRUCTION STAGING PLAN Show the location of all proposed gates; doors cannot swing outward into the public right of way. All construction vehicle entrances required rock/gravel cleanouts inside of the gates. If your fence exceeds the property limits, a separate Public Works permit is required; fees are per square footage and must be renewed every 30 days. No dumpsters or storage of materials allowed within the public right of way (Section 74-90.A.5).
4. PUBLIC WORKS CONSTRUCTION STORMWATER CONTROL Show a silt fence around the perimeter of your site, along with stormwater inlet protections nearby and downstream from your site.
5. PUBLIC WORKS COVENANTS The proposed driveway outside of your property limits requires a restrictive covenant. The forms and electronic submittal system are located here:  
<https://www.coralgables.com/departments/city-attorneys-office/legal-forms-resources>
6. CRANE ENCROACHMENT AGREEMENTS An executed crane encroachment agreement with the City of Coral Gables is required. The agreement must be executed by the owner, the contractor, the crane operator, and the City Attorney. Coordinate with Ms. Enga Paulk of the City Attorney's Office at (305)722-8629, epaulk@coralgables.com. The forms and requirements are located here:  
<https://www.coralgables.com/departments/city-attorneys-office/legal-forms-and-resources#736>
7. PUBLIC WORKS PAVER DRIVEWAYS Paver driveways and approaches require an 8 inch by 8 inch concrete band along the perimeter with a continuous #5 rebar. The concrete band can be buried if the pavers along the edge are bonded to the top of the concrete band. If the pavers extend past your property limits, an executed encroachment agreement is required. The forms and electronic submittal system are located here:

<https://www.coralgables.com/departments/city-attorneys-office/legal-forms-resources>

8. PUBLIC WORKS MIRACLE MILE & GIRALDA PLAZA Per City Code Section 62-63 excavations on Miracle Mile and Giralda Avenue are prohibited.
9. PUBLIC WORKS MOT Site specific MOT required. Indicate the work hours and estimated number of days the proposed right of way closure. Any work after hours or on weekends will require a separate application through the City Manager's Office. That application is found here: <https://cgitwebapps.coralgables.com/DevServExtConstForm.aspx>
10. Off-Duty Police required. Application for off-duty officer is available here: <https://www.coralgables.com/departments/police-department/services/duty-permit-requests>
11. PUBLIC WORKS SEAWALLS Per Section 3-706 of the Zoning Code bulkheads, retaining walls or similar installations along a body of water body shall be built or constructed of reinforced concrete, pre-stressed concrete or gravity mass non-reinforced concrete; in those water bodies west of LeJeune Road and north of Sunset Road, bulkheads and retaining walls may be constructed of concrete block or native stone. Plans for bulkheads and walls must be signed & sealed by a Professional Engineer.
12. PUBLIC WORKS RETAINING WALLS Per Section 86-2 of the Code bulkheads, retaining walls and similar installations shall be built and/or constructed of masonry or native stone. Plans for bulkheads and walls must be signed & sealed by a Professional Engineer components and shall be designed to meet loads imposed by saturated backfill.
13. PUBLIC WORKS SANITARY SEWER, NO DISCHARGE ALLOWED Per Article III, Section 78-166.a no person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, swimming pool drainage or overflows, cooling water, or unpolluted industrial process waters to the public sanitary sewer system.
14. PUBLIC WORKS VISIBILITY TRIANGLES Zoning Code Section 10-106 driveways will have visibility triangles of ten (10) feet long by ten (10) feet wide measured from both the property line and the edge of the travel lane. These triangles shall be clear between a height of two and a half (2½) feet to eight (8) feet above the grade.

**Commonly Requested Public Works Greenspace Corrections:**

1. A tree survey prepared by a licensed surveyor, showing existing trees larger than 4 ½" diameter at breast height ( DBH ) and palms larger than 6" DBH / 10' height is required with a building permit submittal.
2. A tree protection plan showing the tree disposition is required if the site or right of way have existing trees larger than 4 ½" DBH. Disposition explains if the tree is to be protected, removed and mitigated for, or relocated.
3. Refer to chapter 82 of City Code to view tree removal and mitigation requirements.
4. Minimum tree counts on projects must meet the Zoning Code article 6 minimum requirements in addition to any tree mitigation requirements for tree removal.
5. The removal of specimen sized trees 18" DBH or larger will require double the canopy removal mitigation.
6. Tree removal mitigation can be covered by tree planting on site, tree trust fund contribution, or combination of the two. For each 500 Square feet of canopy being removed, mitigate with one shade tree, 12' height, or contribute \$ 2,500 to the tree trust fund. Explain the chosen mitigation method on the drawing legend.
7. Swales fronting residential properties can be planted fully by following the requirements of the 'Swale Planting Package' available on the City website in the Public Works/Greenspace Management section.

### Commonly Requested Landscaping Corrections:

1. Missing required documents such as arborist reports, surveys, tree dispositions, and mitigation plans.
2. Lack of clarity on which trees require permits for removal. As per code, only fruit trees, small garden plantings, and hedges (provided they are within zoning ordinance compliance) **do not** require permits for installation or removal.
3. Clarification is often needed to reinforce that **trees located within the right-of-way do not count** toward a property's required mitigation or canopy coverage.
4. Roots of existing trees must be protected whenever possible. Trees located too close to driveways, fences, or other scopes of work are at risk of root damage and eventual decline or death. In these cases, root barriers are often referenced or required.
5. **Artificial turf is not allowed** at the front of the property if visible from the edge of the road. For turf to be considered, it must first be reviewed by Zoning and then by Greenspace. Approval is only possible if a landscape screen or buffer is implemented to obstruct visibility from the road.
6. **Loose gravel used for walkways or driveways** requires zoning permits. However, gravel used decoratively in gardens (e.g., at the base of a hedge or planting) does not require a permit—provided it is paired with planting to comply with landscape standards.

### Commonly Requested Historic Corrections:

1. Please upload as part of the permit a completed Certificate of Appropriateness application. Form can be found online at:  
<https://www.coralgables.com/sites/default/files/mediaexport/Historical%20Resources/Applications%20and%20Forms/COAapp-August2021%20FILLABLE%20FORM.pdf> Please include photos of the location of the work proposed.
2. All demolition permits must include a Historic Significance Determination letter. Please submit a Historic Significance Determination application online using the link below. Note that photographs of all facades is required for this application. <https://coralgablesfl-energygovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=Rendering&showTemplates=false>