

How long does it take for a roofing inspection once a resident/contractor notifies the Building Services Department?

As long as the inspection is requested, with all the required information, between the hours of 8:00 am to 3:00 p.m. Monday through Friday the inspection should be performed by the following business day.

*** Note: If the permit was obtained by a Contractor, only the Contractor is allowed to call in for inspections.*

What inspections are required for an Asphaltic Shingle Roof installation and how long does it take?

1. Three (3) inspections are required for an asphaltic shingle roofing job:

- The "TIN CAP" inspection: which is generally considered the "dry -in" which consists of the application of the 30# paper and the appropriate installation of the tin tabs and fasteners.
- The "SHINGLE IN PROGRESS" inspection: which is called in once there is approximately 100 - 200 sq/ft of shingles installed.
- The "FINAL" inspection; which is called in when all the work is completed.

2. If the inspection is requested, with all the required information, between the hours of 8:00 am to 3:00 p.m. Monday through Friday the inspection should be performed by the following business day.

What kind of written notification is given on final inspection of the roofing work?

The Roofing Inspector will sign off and date the Permit Card in the section marked "Final". The permit card is left on the job site and should be given to the owner for their records. Once the inspector returns to the office the permit is closed out by clerical staff.

If you have any questions relating to the requirements of City, County, or State Law you may contact the City Building Department at (305) 622-8027. Legal questions should be referred to your attorney.

What happens from the time a person walks into the Building Services Department to pull a permit to the time the permit is approved?

How long does it take for a roofing inspection once a resident/contractor notifies the Building Services Department?

How long will it take to get a permit when applying for a roofing permit as a Homeowner and/or a Contractor?

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Frequently
Asked City
Permitting
Questions



City of Miami Gardens
Building Department

What happens from the time a person walks into the Building Services Department to pull a permit to the time the permit is approved?

Note: Permit drop off occurs between the hours of 8:30 a.m. and 12:00 p.m. Monday thru Friday and Permit Pick up hours are between the hours of 8:30 a.m. and 3:30 p.m. Monday thru Friday.

Note: All contractors are required to be registered with the City of Miami Gardens for your protection. Staff verifies State and County licensure as well as the contractors required Certificate of Insurance for Worker's Compensation and their Certificate of Insurance for General Liability.

1. When the customer arrives at the building department, he/she has the option of picking up a permit application from the application display or signing in and waiting for staff to be able to explain the application process and obtain all the necessary supplemental paperwork for the scope of work they are applying for.

A completed permit application includes the following:

- A complete description of the work, ownership information, qualifier information, the value of the construction job, contractor's license number, appropriate signatures and notary seal.
- A current original signed and sealed survey of the property, which is no more than one year old, depending on the scope of work.
- Two (2) sets of original signed and sealed plans from an architect/engineer, depending on the scope of work.

- Two (2) sets of Product Approvals/Notice of Acceptance for all materials to be used on the project, which is provided to the customer by the manufacturer/supplier of the materials, depending on the scope of work.
- One (1) completely filled out permit fee sheet for each trade included in the scope of work (i.e. roofing, plumbing, electrical, mechanical).
- One (1) recorded Notice of Commencement, if the Construction Value exceeds \$2,500.00.
- One (1) completely filled out Owner-Builder Affidavit, if the permit is being pulled by a homeowner.
- One (1) completely filled out "Addendum to Owner/Builder Asphaltic Shingle Roof Permit Application" form, if the permit application is for roofing and is being pulled by a homeowner.

2. Once the completed application is submitted by the applicant, the permit clerk then assigns the project process number (which is immediately issued to the applicant for tracking purposes and so the applicant can submit plans to DERM and Fire as needed).

3. The file is then set up for processing and routed accordingly (depending on the type and/or scope of work) through the plan review process as needed.

- Generally the routing is as follows: Zoning review, Structural review, Plumbing review, Electrical review, Mechanical review, and Building review.

- Once the file has gone through the necessary sections for review, the applicant is contacted and informed of whether the permit is approved for pick-up or denied with the need to make corrections on the corresponding documentation.

4. When the permit application is approved and ready for pick-up, the customer is contacted and returns to Suite 180, to pay the calculated fees and pick up the Permit Card and Job Plans to be kept on site. Thereafter the applicant is able to begin work.

5. If the permit application is denied, the customer can either come in to pick up copies of the pertinent comments relating to the denial or request a faxed or e-mailed copy of the same. When the applicant is ready to make the necessary corrections to the pertinent comments they must sign out both sets of the original plans. Once corrections are made, the applicant is required return the corrected plans and sign them in again. Thereafter the plans are once again routed to the appropriate reviewer(s).

How long will it take to get a permit when applying for a roofing permit as a Homeowner and/or a Contractor?

- The process for roofing permits is the same as noted above and the application process is essentially the same for a contractor and an owner/builder. **However we are sensitive to the needs of the community and as a matter of routine these applications are expedited daily**, and once a process number is issued, the contractor can begin the work.
- Ideally a same day or a one (1) day turn around is the goal. Currently, roofing permit applications are taking anywhere from 2 to 10 business days to be reviewed and issued due to the enormous volume of applications.
- It is important to note that every property owner is allowed to temporarily dry-in their roofs immediately if they are leaking, but thereafter they must obtain the required permit and inspections.

What does the "Temporary Suspension of the Owner Builder Asphaltic Shingle Roofing Test" mean for a homeowner in Miami Gardens?

Chapter 10 of the code of Miami-Dade County, as adopted, requires that any owner/builder whom applies for a building permit satisfy the local Building Official that the owner/builder is capable of supervising and/or performing the scope of work applied for in the permit application.

In light of the emergency situation created by last season's hurricanes, the City of Miami-Gardens has instituted a temporary suspension of the owner builder test for those home owners, which has been extended until August

31st. This administrative action is taken in accordance with Chapter 10 of the Code, provided however that the owners acknowledge that they have the ability and knowledge of the South Florida Building Code to do the work by signing an addendum to the permit application.

Staff provides copies of the Florida Building Code as it pertains to asphaltic roofing to all applicants to aid them in installation. Our Building Inspectors are also available for questions that the owner/builder may have.

When a homeowner pulls his/her own permit, what are some of the problems that can arise?

If you have obtained an owner-builder permit to perform electrical, mechanical, plumbing or gas work, you must perform all work yourself or subcontract to licensed and certified individuals. You cannot subcontract to or hire unlicensed or un-certified workers or companies. Anyone contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of \$500 and/or imprisonment for six months. Additionally, the hiring of an unlicensed contractor could subject you to a \$5,000 fine. Beyond the requirements of the code owner/builders' often unknowingly open themselves up to many other legal ramifications including construction liens, worker injury litigation, and fraud.