

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

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**What if the job was halted due to legal action or a dispute with the contractor?**

If the contractor has failed to complete the work due to legal action or a dispute, write a letter to the Building Official to advise of the intended course of action. The letter should be submitted to City of Coral Gables, Building and Zoning Department, third floor of City Hall, 405 Biltmore Way, Coral Gables, Florida 33134.

The Department will consider granting an extension until the complaint or legal action has been resolved, provided that no life safety violation exists.

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

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**CORAL GABLES CITY COMMISSION**

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Elizabeth M. Hernandez, *City Attorney*

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Visit the City of Coral Gables Web site:

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

# Permits Without Final Inspection



City of  
Coral Gables

### **What is a permit without final inspection or an “open permit?”**

An open permit is a permit that has expired without the approval of all the required inspections or is missing the required paperwork in order to close out the permit.

### **What if the records at the Building and Zoning Department are incomplete or inaccurate?**

Please provide the Building and Zoning Department with documentation to that effect. An example of this documentation is the approved inspection certificate signed by a Building and Zoning Department Inspector.

### **How can a resident find out if a property has any open permits?**

Contact the City of Coral Gables Building and Zoning Department at 305-460-5245. The Department is located at 405 Biltmore Way, third floor in City Hall. Processing hours are between 7:30 a.m. to 3:30 p.m., Monday through Friday. Please provide the permit number and/or the job address when inquiring about the property permit history.

### **Who is responsible for the open permits on a property?**

Ultimately, the property owner is responsible for all permits obtained for the property. However, licensed contractors are required by code to complete all mandatory inspections and provide the required paperwork to close out the permit.

### **What can a resident do to resolve the open permit?**

- If the permit was issued to the property owner, the owner shall apply for a permit renewal and request all the incomplete inspections
- If the permit was issued to a contractor, the property owner should advise the contractor that the mandatory inspections for the work performed have not been completed prior to the permit expiring, in violation of the Florida Building Code. Contractors will need to apply for a permit renewal and request all the incomplete inspections
- If the contractor refuses to close the permit, please refer to the Change of Contractor portion of this brochure

### **What if a portion of the permitted work was not performed or additional work was done?**

The permitted plans must reflect the work that was performed on the property. In order to remove or add work to the permit, residents will need to submit revision plans to the Building and Zoning Department. Two copies of the revised plans, the original permitted site set, and a completed permit application must be submitted for approval from the required officials. Once the revised plans have been approved and a fee assessed, a revised Permit Card will be issued.

### **What if permits were obtained and the work was never performed, or duplicate permits were issued?**

Submit a Permit Cancellation form to the

Building and Zoning Department. Residents may obtain this form on the City's Web page at [www.coralgables.com](http://www.coralgables.com) on the Building and Zoning Department homepage, under the Forms section. An inspection may be done to verify the request.

### **What is the procedure for extending the permit?**

A permit is valid for 180 days as per the Florida Building Code. Permit extensions can be obtained by submitting a completed permit application. A fee will be assessed to extend the permit.

### **How can residents change contractors or transfer the permit to an “Owner/ Builder”?**

- To request a change of contractor to another contractor, submit a “Change of Contractor” form and a completed permit application.
- To request a change of a contractor to an Owner/Builder, a verbal exam administered by the pertinent official is needed to ensure the knowledge to complete the construction of the permitted project.

A 10 working-day waiting period may be required prior to the issuance of the Change of Contractor for active permits. Information on the Change of Contractor fees is available on the Building and Zoning Department home page of the City's web site at [www.coralgables.com](http://www.coralgables.com). Fees are subject to change without notice.

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