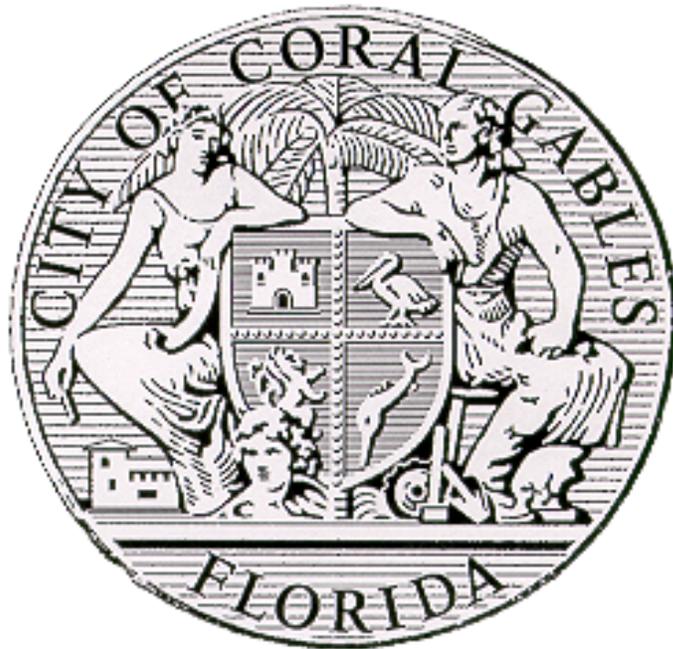


City of Coral Gables
“The City Beautiful”

A Citizen’s Guide to Code Enforcement



Development Services Department
Code Enforcement Division
427 Biltmore Way – Suite 100
Coral Gables, Florida 33134

“Serving the City Beautiful”

Code Enforcement is a division of the Development Services Department that is committed to working with citizens in a joint effort to preserve and improve the quality of life in the City of Coral Gables by enforcing the provisions of the City and Zoning Codes, which may include issuing notices of violation or civil citations (tickets). In addition, inspections are conducted at construction projects to ensure compliance with the Zoning Code.

For assistance from 7:30 a.m. to 7 p.m. (Mon – Fri) and from 7:30 a.m. to 4 p.m. (Sat – Sun), please call the Code Enforcement Hotline at **305-441-5777**.

At all other times, please call the Police Department non-emergency number at **305-442-1600**.

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The following topics are based on frequently asked questions. For your convenience when referencing the code, section numbers are included.

**CC = City Code
ZC = Zoning Code
MDCC = Miami Dade County Code**

Animals

CC Section 10-26. Dogs running at large prohibited; leashes required.

No dog, regardless of whether licensed, muzzled, unmuzzled, or inoculated against rabies, shall be allowed upon the public thoroughfares, streets, avenues or alleys, public lands or parks of the city or in public places such as restaurants, theaters, public conveyances and the like, or upon property other than that of its owner or custodian, unless the dog shall be fastened to a suitable leash of dependable strength, not to exceed eight feet in length.

This section shall not apply to any dog when the dog is actually engaged in the sport of hunting in authorized areas and supervised by a competent person, or to any dog utilized by a person who is blind or handicapped.

ZC Section 4-416. Possession, harboring, sheltering or keeping of cats and Dogs.

It shall be unlawful for any person to possess, harbor, shelter, or keep more than four (4) adult cats or four (4) adult dogs (6 months old or older) at any one time or to keep any cat or dog so as to create a nuisance by way of noise, odor, menace to health, or otherwise.

ZC Section 4-415. Domestic animal and fowl.

It shall be unlawful for any person to keep, harbor, breed or feed any horses, ponies, cattle, goats, pigs or other livestock, or any pigeons, peacocks, chickens, ducks or roosters, or other fowl.

ZC Section 4-414. Wild animals and reptiles, keeping.

Except as provided herein, it shall be unlawful for any person or persons to keep any wild animal within the City of Coral Gables provided, however, this section shall not apply to zoos, pet shops, medical or scientific institutions, or other places licensed for the showing or keeping of wild animals.

CC Section 10-3. Pigeons; feeding, keeping, etc., prohibited.

It shall be unlawful for any person to feed, keep, maintain, water or otherwise contribute to the existence of pigeons in the city.

Abandoned Property

Abandoned real property means any real property located in the city, whether vacant or occupied, that is in default on a mortgage, has had a lis pendens filed against it by the lender holding a mortgage on the property, is subject to an ongoing foreclosure action by the lender, is subject to an application for a tax deed or pending tax assessors lien sale, or has been transferred to the lender under a deed in lieu of foreclosure. The designation of a property as "abandoned" shall remain in place until such time as the property is sold or transferred to a new owner, the foreclosure action has been dismissed, and any default on the mortgage has been cured.

CC Section 34-165. Registration of abandoned real property.

Any mortgagee who holds a mortgage on real property located within the City of Coral Gables shall perform an inspection of the property, upon default by the mortgagor. The mortgagee shall, within ten days of the inspection, register the property with the division of code enforcement, or designee, on forms provided by the city, and indicate whether the property is vacant or occupied. A separate registration is required for each property, whether it is found to be vacant or occupied.

CC Section 34-166. Maintenance requirements for abandoned real property.

Properties subject to this chapter shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned. The property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure. Front, side, and rear yards, including landscaping, shall be maintained in accordance with the applicable code(s) at the time registration was required. Yard maintenance shall include, but not be limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Acceptable maintenance of yards and/or landscape shall not include weeds, gravel, broken concrete, asphalt or similar material. Maintenance shall include, but not be limited to, watering, irrigation, cutting and mowing of required ground cover or landscape and removal of all trimmings. Pools and spas shall be maintained so the water remains free and clear of pollutants and debris and shall comply with the regulations set forth in the applicable code(s). Failure of the mortgagee and/or owner to properly maintain the property may result in a violation of the applicable code(s) and issuance of a citation or notice of violation/notice of hearing in accordance with [chapter 101](#) of the City of Coral Gables Code of Ordinances. Pursuant to a finding and determination by the city's code enforcement board, hearing officer/special magistrate or a court of competent jurisdiction, the city may take the necessary action to ensure compliance with this section. In addition to the above, the property is required to be maintained in accordance with the applicable code(s).

Certificate of Use

ZC Section 3-209. Except for single family and multi-family uses, no person shall commence any use of any property, nor shall an occupational license or building permit be issued until an application for a Certificate of Use has been filed with and approved by the Building Division on a form provided by the Department. Any use of a property under and pursuant to any Certificate of Use shall conform to the Certificate of Use. Any use for which a Certificate of Use has been issued must commence within one-hundred and eighty (180) days of the issuance of the Certificate of Use, and is valid for a period not to exceed one (1) year from the date of the issuance. All Certificates of Use shall be renewed by the applicant each year.

Garage Sales

ZC Section 5-2104.

A permit is required to conduct a garage sale, which can be obtained from the Finance Department of the City of Coral Gables by calling 305-460-5296. Only the owner or lessee of the property upon which the garage sale is being conducted may obtain the permit.

Before such permit shall be issued, the applicant shall file with the License Division an application containing the following information:

1. Legal description and street address where such sale is to be conducted.
2. Proof of ownership or lease of property.
3. Date(s) of sale.
4. Hour(s) of sale.
5. Example of sign proposed.

Only personal property owned by the seller and usual to a household may be sold or offered for sale by the owner or lessee of the residence, duplex or apartment as the case may be.

Only one (1) sign not exceeding forty (40) square inches in size may be displayed on the premises where such sale is being conducted. Such sign shall not be erected or placed closer than five (5) feet to the front or side property line.

The garage sale shall be held only between the hours of 9:00 AM to 5:00 PM.

Personal property shall be exhibited or displayed only within established setbacks.

No more than two (2) consecutive days shall be permitted for any garage sale.

No more than two (2) garage sales shall be held from the same property within any calendar year, provided however, that such garage sales shall not be held within a thirty (30) day period from each other.

The garage sale permit shall be prominently displayed from the front of the building from which such sale is conducted. Upon the request of any Code Enforcement Officer of the City of Coral Gables, the owner or lessee of the property shall exhibit such permit.

By making application for such Garage Sale Permit, accepting said permit and conducting such sale, the owner or lessee of the property to whom such permit is granted, authorizes any Code Enforcement Officer of the City of Coral Gables to enter upon the property for the purpose of determining that such sale is being conducted in accordance with the provisions of this section. Any violation of the application and conditions of permit shall result in immediate revocation of the permit and termination of sales.

Local Business Tax

CC Section 66-21

A Local Business Tax Receipt can be obtained thru the Finance Department. A business tax is hereby levied on:

- (1) Any person who maintains a permanent business location or branch office within the city for the privilege of engaging in or managing any business within the city.
- (2) Any person who maintains a permanent business location or branch office within the city for the privilege of engaging in or managing any profession or occupation within the city.
- (3) Any person who does not qualify under subsection (1) or (2) of this section and who transacts any business or engages in any occupation or profession in interstate commerce, if the business tax is not prohibited by article I, section 8 of the United States Constitution.

Such business tax shall be assessed against any business, occupation or profession and annually thereafter on or before October 1 of each year unless October 1 falls on a weekend or holiday in which case the tax would be due on the next working day following October 1 as long as such business, occupation or profession is carried on.

Professional practitioners are recognized professions regulated by state boards requiring examination and certification. Each person engaged in the practice of their profession

whether alone, in a partnership or as an employee of another person, partnership, corporation or professional association shall pay a business tax.

Open Permits

What is an “open” Permit?

1. A permit that has expired without the required inspection approvals;
2. Or it is missing the required paperwork in order to close-out the permit.

There are two types of “open” Permits:

1. Permits issued to the property owner (owner/builder);
2. Permits issued to a licensed contractor.

How do I “close” permits?

a. Owner/builder permits:

1. Renew the expired permit by submitting a new and completed Permit Application;
2. Obtain a copy of the plans from the Microfilm Division Office (305-460-5262), if applicable;
3. Contact the Inspection Division (305-460-5245) and schedule all required pending inspections.

b. Licensed Contractor Permits (permits issued to a Contractor must be closed by that contractor):

1. Renew the expired permit by submitting a new and completed Permit Application;
2. Obtain a copy of the plans from the Microfilm Division Office (305-460-5262), if applicable;
3. Contact the Inspection Division (305-460-5245) and schedule all required pending inspections.

What if the contractor is out-of-business?

1. Another licensed contractor or the property owner can apply for a Change of Contractor;

2. Complete a new Permit Application and a Change of Contractor Form;
3. Obtain a copy of the plans from the Microfilm Division Office (305-460-5262), if applicable;
4. Contact the Inspection Division (305-460-5245) and schedule all required pending inspections.

Where can I find the Permit Application and the Change of Contractor Form?

Applications and Forms are available at the Development Services Department located at 405 Biltmore Way, 3rd floor from 7:30 am until 3:30 pm. You can also visit the City of Coral Gables website at www.coralgables.com, click on Development Services Department, and go to the link for Forms and Applications.

Minimum Housing

CC Section 105-277. Foundation walls.

The foundation walls of every structure used for human habitation shall be maintained in good repair and be structurally sound. Foundation walls shall be considered to be in good repair and structurally sound if found free from damage or defects and capable of bearing imposed loads.

CC Section 105-278. Stairs, porches and railings.

The stairs, porches and railings affixed to the exterior of every structure used for human habitation shall be kept in good repair and structurally sound. They shall be free from holes and serious cracks, and shall be capable of supporting imposed loads.

CC Section 105-279. Weather and water tightness.

Every structure, used for human habitation shall be so maintained that it will be weather and watertight. Exterior walls, roofs and all openings around doors, windows, chimneys and all other parts of the structure shall be so maintained as to keep water from entering the structure and to prevent undue heat loss. Damaged materials must be repaired or replaced. All parts of the structure that show evidence of dry rot or other deterioration shall be repaired, replaced and refinished to be in conformity with the rest of the structure. Window panes permitting entrance of water shall be replaced.

CC Section 105-289. Floors, walls, ceilings and roofs.

Floors, walls, ceilings and roofs of every structure used for human habitation shall be structurally sound, and maintained in a clean and sanitary condition. They shall be free from cracks, breaks, loose plaster and similar conditions so serious as to endanger the safety of occupants or to seriously mar the attractiveness of the premises.

CC Section 105-292. Insect and rodent harborage.

The interior of every structure used for human habitation shall be kept free from insect, rodent, and vermin infestation. Where insect, rodent, or vermin infestation, harborage, or breeding areas exist, such areas, harborage, or infestation shall be eliminated.

**Parking, Keeping, And Maintaining Boats, Trucks, Trailers,
Recreational Vehicles, Etc.**

ZC Section 4-411. Parking in residential areas.

It shall be unlawful for any person to park any vehicle displaying advertising signs or any truck, trailer, commercial vehicle, or recreational vehicle, in or upon any property, public or private, in any area of the City in a residential district. This prohibition, however shall not apply in the following cases:

1. Vehicles which are entirely enclosed within the confines of an enclosed garage.
2. Vehicles used by licensed contractors or service establishments while actually doing work in such residential areas between the hours of 7:30 AM to 6:00 PM excluding Sundays and holidays, provided, however, that such vehicles shall contain written identification on both sides of the vehicle clearly indicating the name of the contractor or service establishment. Such identification shall be in conformance with the standards set forth in Section 8A-276(b), Commercial Vehicle Identification, of the Code of Metropolitan Dade County, Florida.

3. Loading or unloading of trucks, trailers or commercial vehicles provided that such loading or unloading takes no more than two (2) hours, and is not done between the hours of 7:00 PM of one day and 7:00 AM of the next day.
4. Automobiles carrying advertising signs on the top of such automobiles dealing with the candidacy of individuals for elected office. This exemption, however, shall cease seven (7) days after the date of the election in which the person was finally voted upon.
5. Automobiles carrying advertising signs, advertising and voted upon by the people. This exemption, however, shall cease seven (7) days after the date of the election in which the proposition advertised was finally voted upon.
6. The loading or unloading of recreational vehicles as provided for under this Section.
7. Mobile cranes and other heavy equipment used during building construction.

ZC Section 4-411. Pickup truck

One pickup truck may be parked outside of a residence if all three of the following requirements are met:

- a. There are no items in the bed of the vehicle.
- b. The vehicle has no commercial markings or advertising, and no commercial equipment or appendage is attached to the exterior of the vehicle.
- c. The vehicle is unmodified and has no more than four (4) wheels.

**ZC Section 4-412. Trucks, trailers, commercial vehicles, and recreational vehicles--
Parking upon streets and public places.**

Except as provided for in this Division, no trucks, trailers, commercial vehicles, or recreational vehicles, shall be parked upon the streets or other public places of the City

between the hours of 7:00 PM on one day and 7:00 AM of the next day. This prohibition is in addition to the total prohibition covering residential areas as provided in Section 4-411.

ZC Section 4-413. Boats and boat trailers.

Boats and boat trailers may be placed, kept or maintained or permitted to be placed, kept or maintained in any interior side or rear yard only. Parking surfaces for the placement of boats and boat trailers may be improved or unimproved.

Permits and Approval

ZC Section 3-207. Building permit

A permit must be obtained before commencement of any construction, demolition, modification or renovation of a building, structure, awning or canopy, unless this requirement is waived by the Building Official, except that the Building Official may not waive any required approvals by the Board of Architects. This also pertains to signs.

ZC Section 3-208. Zoning permit

No person shall commence or cause to be commenced any miscellaneous work, which does not otherwise require a building permit, which affects the aesthetics, appearance, or architectural design of any structure, site or site improvements until an application for a zoning permit therefore has been previously filed with the Building Division. All work done under and pursuant to any zoning permit shall conform to the approved plans and/or specifications.

Examples of some jobs that require Zoning Permits are:

- Asphalt resurfacing
- Awning recovery
- Chain link fence

- Driveway
- Dumpster
- Exterior Painting
- Landscaping
- Storage containers (PODS)
- Portable toilets
- Shutters (decorative / hurricane)
- Window and door replacement

ZC Section 5-606. Painting

A permit is required to paint your house. There is a palette of colors approved by the Board of Architects, whose job is to ensure that the City's architecture is consistent with the City's regulations and to preserve the traditional aesthetic character of the community. All exterior coloring shall be approved by the Board of Architects, if different from the Board of Architects approved palette of colors.

CC Section 105-26. Construction and Commercial Landscaping hours

Construction and Commercial Landscaping hours are as follows:
 Monday thru Friday – 7:30 A.M. to 6:00 P.M., Saturday – 9:00 A.M. to 5:00 P.M.
 Sunday and Holidays – No work allowed.

Public Right-of-Way

CC Section 62-58. Public Works Permit

It shall be unlawful for any person to do work on or cut into, dig up, or excavate for the purpose of laying sewers, water mains, underground wires, or gas pipes, or for setting poles, or any other purpose whatsoever, any of the streets, parks, parkways, sidewalks,

alleys, or easements in the city without first securing from the director of public works a permit to do such work, and make such excavations.

CC Sec. 62-131. Streets, alleys, swale areas and rights-of-way to be kept clean and mowed.

All owners of unimproved property and occupants, or occupants and owners of improved property shall maintain their property in a clean, litter-free and mowed condition, including sidewalks, grass strips, alleys up to and including the median point of the alley, curbs, swale areas, or rights-of-way up to the edge of pavement of any public street. Maintenance shall include but not be limited to mowing the grass and performing general edging, trimming and cleanup activities. Property owners or their designees are prohibited from trimming trees and performing other activities within the city right-of-way except in accordance with the provisions outlined in [section 82-1](#) and as may otherwise be regulated by this Code. The city may, upon the approval of the city manager, mow selected areas of right-of-way when doing so is found to serve a public interest.

Trash/Garbage/Recycling

CC Sec. 54-149. Locations of garbage and recycling containers permitted

Garbage and recycling containers shall be kept together in a place easily accessible to the inspectors and to the employees of the public service department of the city and shall not be kept upon city or public property or neighboring property not in the ownership or tenancy of the person by whom the garbage or recycling is accumulated, whether such neighboring property be vacant or improved.

Containers shall be kept at a point upon the premises of the owner or occupant immediately adjacent to either side of the residence, behind the front building elevation. Containers shall be screened from view from any street.

Whenever premises abut upon an alley, the garbage and recycling containers shall be placed within easy and convenient access from such alley and not closer to any side street than one-half of the breadth of the premises at the rear property line.

Maps

Please click on the following link for the trash collection map:

<http://coralgables.com/modules/showdocument.aspx?documentid=10783>

Please hold the Control key and click on the following link for the garbage collection map:

<http://coralgables.com/modules/showdocument.aspx?documentid=10784>

Please hold the Control key and click on the following link for the recycling service map:

<http://coralgables.com/modules/showdocument.aspx?documentid=10782>

Trees, Shrubs, High Grass

CC Section 34-22 Weeds, grass or undergrowth

Weeds, grass or undergrowth must be maintained under a height of 12 inches from the ground. Rubbish, trash, debris, dead trees or other unsightly or unsanitary matter must be removed from the property.

CC Sec. 82-1. Defacement of trees, shrubs, vines, etc., in public places prohibited without permit.

No person shall, without a written permit from the city manager and director of public service, cut, prune, break, incline, injure, remove or in any other way deface any

living tree, shrub or vine, in a public highway or park, or cut, disturb or interfere in any way with the roots of any tree, shrub, or vine in a public highway or park.

CC Sec. 82-29. Tree removal (private property).

No person shall directly or indirectly cut down, destroy, remove or move, or effectively destroy through damaging, or authorize the cutting down, destroying, removing, moving or damaging of any tree without first obtaining a permit . **A permit can be obtained by calling the Public Service Division at 305-460-5131.**

Improper trimming of trees located on private property may result in a code violation. It's recommended that you consult with a certified arborist when trimming trees located on private property.

Watering Restrictions

MDCC Chapter 32

Restrictions apply to all users of any water resource within Miami-Dade County, whether from publicly or privately owned water utility systems, private wells, or private connections with surface water bodies. Landscape Irrigation for all property types and sizes is allowed 2 days a week on the schedule below.

Odd-numbered address: Wednesday and Saturday – 12 A.M. to 10 A.M. and/or 4 P.M. to 11:59 P.M.

Even-number address, installations with irrigation systems that irrigate both even and odd addresses, including multi-family units, homeowners associations and commercial complexes/retail shopping centers: Thursday and Sunday 12 A.M. to 10 A.M. and/or 4 P.M. to 11:59 P.M.

For the most efficient use of water, avoid irrigating during both time periods on the same day. Most lawns need only $\frac{3}{4}$ to 1 inch of water per week. **Watering is not allowed between 10 A.M. and 4 P.M.** However, drip, bubble, and micro-jet systems that apply water directly to root plant zones may be used any time.

New Plantings, Sod or Landscape: On the day the new landscaping is installed, the new landscaping may be irrigated once without regard to the normally allowable watering days and times.

Irrigation of new landscaping which has been purchased for 90 days or less may be conducted on any day except Friday. Irrigation of new landscaping is limited to areas containing the new landscaping only. An entire zone of an irrigation system shall only be utilized for landscape irrigation under this paragraph if the zone in question is for an area that contains at least fifty (50) percent new landscaping. If a zone contains less than fifty (50) percent new landscaping, or if the new landscaping is in an area that will not typically be irrigated by an irrigation system, only the individual new plantings are eligible for additional irrigation under this paragraph. Targeted watering may be accomplished by low-volume hand watering, or any appropriate method which isolates and waters only the new landscaping.

For more information concerning the Zoning Code,
hold the Control key and
click here: [Zoning Code \(ZC\)](#)

For more information concerning the municipal code,
hold the Control key and
click here: [City Code \(CC\)](#)

To view a map of the Code Enforcement Zones and Officers,
hold the Control key and
click here:

<http://coralgables.com/modules/showdocument.aspx?documentid=10047>