



## City of Coral Gables Development Services Department

### **CLOSE EXPIRED / OPEN PERMITS PROCEDURE**

#### **What is an expired / open Permit?**

1. A permit that has expired without the required inspection approvals;
2. A permit that is missing the required paperwork at the end of the job.

#### **There are two types of expired / open Permits:**

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

#### **How do I close expired / open permits?**

1. Renew the expired / open permit(s) by submitting a completed Permit Application(s) and paying applicable fees;
2. Contact Microfilm by sending an email to [buildingrecords@coralgables.com](mailto:buildingrecords@coralgables.com) or calling (305) 460-5262 to obtain a copy of the permitted plans, if applicable;
3. Once permit(s) has been renewed contact the Inspection Division by sending an email to [inspections@coralgables.com](mailto:inspections@coralgables.com) or calling (305) 460-5245 to schedule the required pending inspections.
4. If the work was never done submit a completed Cancellation of Permit or Refund Request Form. Note fees are non-refundable for permits that are expired.

#### **What if the contractor is out-of-business?**

1. Another licensed contractor or an owner-builder can apply for a Change of Contractor. An owner-builder must be approved by the appropriate Official prior to permit issuance;
2. Submit a completed Permit Application and a Change of Contractor Form. Change of contractor and other applicable fees will be incurred;
3. Obtain a copy of the permitted plans from Microfilm, by sending an email to [buildingrecords@coralgables.com](mailto:buildingrecords@coralgables.com) or calling (305) 460-5262 to obtain a copy of the permitted plans, if applicable;
5. Once the Change of Contractor permit has been issued contact the Inspection Division by sending an email to [inspections@coralgables.com](mailto:inspections@coralgables.com) or calling (305) 460-5245 to schedule the 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, 3<sup>rd</sup> floor from 7:30 am until 3:30 pm. You can also visit our webpage at [www.coralgables.com](http://www.coralgables.com), select Development Services Department - Applications, Forms and General Information – Building Division.