

City of Coral Gables

NOTICE REGARDING EXPIRED PERMITS

**EFFECTIVE, WEDNESDAY,
FEBRUARY 1, 2017**

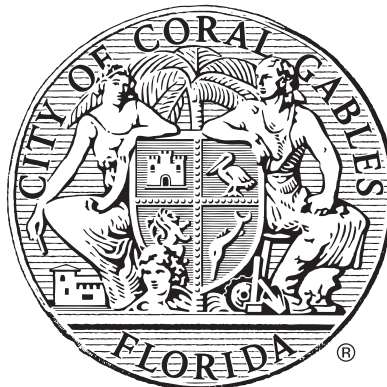
**IF YOU ARE A CONTRACTOR OR AN OWNER-BUILDER
WITH AN EXPIRED PERMIT YOU WILL BE RESTRICTED
FROM APPLYING FOR NEW PERMITS UNTIL ALL
EXPIRED PERMITS HAVE BEEN CLOSED.**



FOR INSTRUCTIONS ON CLOSING EXPIRED PERMITS

PLEASE TURN TO THE OTHER SIDE

For assistance, call 305-460-5235





City of Coral Gables Development Services Department

PROCEDURE TO CLOSE EXPIRED PERMITS

What is an Expired 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 Permits:

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

How do I close Expired Permits?

1. Renew the Expired Permit(s) by submitting a completed Permit Application(s) and paying applicable fees;
2. Contact Microfilm by sending an email to 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 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 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 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, 3rd floor from 7:30 am until 3:30 pm. You can also visit our webpage at www.coralgables.com, select Development Services Department - Applications, Forms and General Information – Building Division.