

## General Instructions

The City of Coral Gables is authorized to enforce codes and ordinances under the provision of Florida Statute Chapter 162 part II and establishing procedures for implementations of such provisions.

*Please  
return  
in  
envelope  
provided*

Please read this option information carefully:

If you disagree with the charge and wish to have an administrative hearing before a hearing officer, this request must be postmarked prior to the time indicated on the citation. Please fully complete and mail the authorized form on the other side and you will be notified by mail of the date and time in which you must appear at the hearing.

If you are found guilty by the hearing officer, there is a \$108.75 administrative cost that will be assessed in addition to the fine. (Ordinance No. 2015-17)

# Uniform Civil Litigation Information Guide

THE PURPOSE OF THIS GUIDE  
IS TO PROVIDE INFORMATION  
IN ORDER TO SATISFY  
YOUR CITATION WITHIN  
THE TIME ALLOCATED  
AS REQUIRED  
BY STATE STATUTE

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City of Coral Gables  
Development Services Department  
Code Enforcement Division  
P.O. Box 141549  
Coral Gables, FL 33114

**CORAL  
GABLES**  
THE CITY BEAUTIFUL

## Frequently Called Numbers

- Development Svcs Reception ...305-460-5235
- Code Enforcement Division ...305-460-5226
- Code Enforcement Board .....305-460-5266
- Ticket Appeal .....305-460-5266
- Building Director.....305-460-5240
- Building Official .....305-460-5242
- Electrical Official .....305-460-5255
- Plumbing Official.....305-460-5258
- Mechanical Official.....305-460-5243
- Zoning Information .....305-460-5253
- Fire Marshall .....305-460-5581
- Permit Status.....305-460-5246
- Board of Architects .....305-460-5238
- Construction Regulat. Board. ...305-460-5229
- Inspection Request.....305-460-5245
- Records.....305-460-5262
- Cert. of Use/Concurrency .....305-460-5236
- Planning & Zoning Division ...305-460-5211
- Public Works Department ...305-460-5000
- Historic Preservation Dept. ...305-460-5094

## Code Enforcement Office

427 Biltmore Way, Suite 100  
Coral Gables, FL 33134

Code Enforcement Office Hours:  
Monday through Friday  
7:30 A.M. to 3:30 P.M.

Code Enforcement  
**HOTLINE**  
305-441-5777

### Payment Method

If you choose to pay the citation  
within the time allocated,  
please make check or money order  
payable to:

The City of Coral Gables



Funds must be in U.S. dollars  
and drawn on a U.S. bank.

**Please do not mail cash!**

## WRITTEN PLEA OF NOT GUILTY

Alleged Violator's Name

Citation Number

Comes now the alleged violator in the above  
styled cause individually and informs the  
Clerk of the Code Enforcement Board that:

*I hereby enter my plea of not guilty  
and request an administrative hearing.*

Date

Address

City, State, Zip

Telephone

If you have elected  
to plea not guilty, please:

1. Complete form
2. Include form and a copy of your  
citation in the envelope provided
3. Apply a first class stamp and mail or  
drop off at Code Enforcement Office.