



VILLAGE OF PINECREST  
Department of Building and Planning

## **Procedure to Close Miami-Dade County Expired Permits (Pinecrest Resolution 2002-14)**

- 1) Submit to the Village of Pinecrest's Building and Planning Department a completed permit application for each Miami-Dade permit to be closed. The application shall be signed by the current property owner as owner and also as contractor. The signature must be notarized. If a notary is unavailable to you, that service is provided in our office. Under the description of work include the wording "To close expired Miami-Dade permit" and the permit number. Attach a copy of the expired Miami-Dade permit to the permit application.
- 2) Submit to the Building and Planning Department a sworn affidavit (see Affidavit for Expired Miami-Dade Permits) certifying compliance with the applicable building codes and other local regulations. No modification of the affidavit is permitted. One affidavit will be required per expired permit. No inspection is required by the Village of Pinecrest.
- 3) Alternately, in lieu of an affidavit, for certain types of permits, inspections may be requested from the Building and Planning Department in order to close the Miami-Dade County expired permit.
- 4) The permit fee is \$126.25 for each permit to be closed. Payment may be made by check or credit card. The permit application may not be mailed. It must be submitted to the Pinecrest Building and Planning Department at the address shown below. Permitting hours are between 8:00 a.m. and 2:00 p.m.

Forms-Procedure to Close  
3/8/2013

12645 Pinecrest Parkway, Pinecrest, Florida 33156  
T: 305.234.2121 | F: 305.234.2133  
[www.pinecrest-fl.gov](http://www.pinecrest-fl.gov)

