



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



(SAMPLE AFFIDAVIT)

Architects or Engineers letterhead
State of Florida Registration number
Address
Phone Number

Date:

To: Building Official
Village of Pinecrest
Building and Planning Department
12645 Pinecrest Parkway
Pinecrest, Florida 33156

Re: Property Address
Expired Dade County Permit Number
Description of permitted work
Date permit issued

AFFIDAVIT FOR EXPIRED MIAMI-DADE PERMIT

This is to certify that I have conducted a review of the plans and I have conducted an inspection at the above referenced property in order to confirm compliance with the approved plans and the South Florida Building Code (including amendments) at the time the permit was obtained. If the plans pertain to a building or a structure, I further certify that the plans conform to the laws as to egress, type of construction and location; that any drawings show the structural design and that the plans and the design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability.

I fully understand that the Village of Pinecrest Building and Planning Department will not perform any plans review or field inspections and that the Building Official will rely solely upon this "sworn affidavit" to close out this permit.

State of _____)

)ss

County of _____)

_____ hereby assume full responsibility for verifying such compliance and
(Engineer or Architect)

attest that all the work performed under this permit complies with the approved plans or other permitted documents and the South Florida Building Code in effect at the time of permit, as well as all pertinent laws or ordinances including zoning regulations.

Signature of Architect/Engineer
And Seal

Sworn to and subscribed before me this

_____ day of _____, 20____

Personally known _____ Or produced identification:

Print Name and Title
Telephone: _____

Notary Public, State of Florida
My Commission Expires:

RESOLUTION NO. 2002-14

**A RESOLUTION OF THE VILLAGE OF PINECREST,
FLORIDA, ESTABLISHING A PROCEDURE TO CLOSE
MIAMI-DADE COUNTY EXPIRED PERMITS FOR
ADDITIONS OR REPAIRS WHICH HAVE NOT
RECEIVED FINAL INSPECTIONS OR CERTIFICATES OF
COMPLETION; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Florida Building Code became effective on March 1, 2002 thereby invalidating the provisions of the South Florida Building Code and amendments thereto; and

WHEREAS, a need exists for the establishment of a procedure to address expired permits previously issued by Miami-Dade County;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA AS FOLLOWS:

Section 1. That the Village Council hereby establishes the following procedure relating to the closing of expired permits previously issued by Miami-Dade County:

The Building Official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes in effect at the time the permit was issued. For buildings and structures, the affidavit shall state that the plans conform to the laws, in effect at the time the permit was issued, as to egress, type of construction and location of structure and, if accompanied by drawings, show the structural design and that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability. The Building Official may without any examination or inspection accept such affidavit, provided the architect or engineer who made such affidavit agrees to submit to the Building Official copies of the inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems and a certification that the structure, electrical, gas, mechanical has been erected in accordance with the requirements of the technical codes in effect at the time the permit was issued. Where the Building Official relies upon such affidavit, the architect or engineer shall assume full responsibility for compliance with all provisions of the technical codes and other pertinent laws or ordinances in effect at the time the permit was issued. The Building Official shall ensure that any person conducting plans review or that any person conducting inspections are qualified under part XII of Chapter 468, Florida Statutes.

Section 2. That the Village's Building Official shall be empowered to close expired permits previously issued by Miami-Dade County through the issuance of a Village building permit and a certificate of completion and/or final inspection. The fee for said permit shall be the

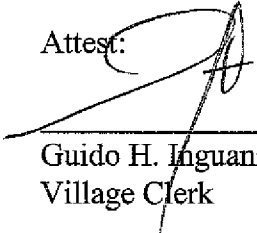
minimum permit fee prescribed in the current Village permit fee schedule.

Section 3. This resolution shall take effect immediately upon adoption.

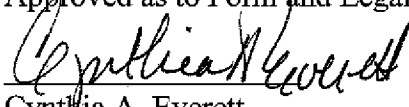
PASSED AND ADOPTED this 12th day of March, 2002.

Evelyn Langlieb Greer
Evelyn Langlieb Greer, Mayor

Attest:


Guido H. Inguanzo, Jr., CMC
Village Clerk

Approved as to Form and Legal Sufficiency


Cynthia A. Everett
Village Attorney

Moved by: Councilmember Blanck
Second by: Councilmember Bowe

Vote: Councilmembers Blanck, Blaxberg, Bowe, Vice Mayor Hingston, and Mayor Greer voting Yes

