



City of Miami Gardens

Development Services - Building Services
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REQUIREMENTS FOR LEGALIZATION OF EXISTING STRUCTURES BUILT WITHOUT PROPER PERMITS

For Projects constructed without proper permits the Owner shall provide the following Documentation to the Building Division for review:

1. Secure the Professional Services of a Registered Architect or Engineer to perform all required services for satisfying FBC Requirements and The Dade County Code.
2. Legalization of an Existing Addition under the Amnesty Ordinance: The Architect shall provide in addition to corrective drawings and details for the project the following:
 - i. Provide **“As Built Certificate”**. On the Architect-Engineers’ Letter Head. The certificate shall contain a narrative description of the methodology utilized to make the determinations set forth in the certificate. Laboratory Tests, site investigations and other site discovery procedures employed in the Certification) Items such as but not limited to Foundations, Slabs, Concrete Columns, Tie Beams, Bearing walls, Roof Framing, Suspended ceilings, Fire separations, Roofing System and Roof structure anchorage, General Building Construction, Window and Door installation, and the like, shall be delineated in the report. The final report shall be signed and sealed by the Architect of Record Certifying the work.
 - ii. Shutter installation and Openings Protection. Comply with Section 507.3 of the Existing Building Code and the BORA Letter dated 4/4/2006.
 - iii. Require hard wired smoke detectors if applicable.
 - iv. Require ground fault interrupters if applicable.
 - v. Require full sized pressure and temperature relief valves be installed on EWH if applicable.
 - vi. Provide emergency means of escape.
 - vii. All corrective measures must be clearly depicted in the plans and all non complying work shall be indicated to be removed and reconstructed in accord with FBC.
3. Provide documentation that necessary impact fees have been paid.
4. Secure the necessary Approvals from DERM prior to plans submittal for processing.
5. Submit signed and sealed current survey not more than 3 years old with topographical elevations of the site and all finish floor elevations.
6. Provide two (2) full sets of Architectural Plans for the Structure that is to be “Legalized” in accord with item 1 and 2 above.
7. These are the minimum requirements and more may be added as the project is reviewed during the permitting process.

NOTE: THE AMNESTY ORDINANCE ALLOWS CONSTRUCTION PERFORMED WITHOUT PERMITS TO BE LEGALIZED AND COMPLY WITH THE CODE IN EFFECT AT THE TIME THE WORK WAS PERFORMED. THIS CAN BE VERIFIED WITH RECEIPTS FOR PURCHASE OF LABOR AND MATERIALS, DATED PHOTOS, AERIAL VIEWS, OLD SURVEYS AND OTHER DOCUMENTATION SUPPORTING THE WORK INSTALLED.