



## City of Miami Gardens

Development Services  
18605 NW 27th Avenue, City Hall, 1st Floor  
Miami Gardens, FL 33056  
305-622-8027 (Office) 305-626-4220 (Fax)  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

Update – March 24, 2020

*Executive Order 20-52, issued March 9, 2020, qualifies as a “natural emergency” pursuant to Florida law, which allows for the tolling of certain permits for the duration of the emergency declaration and for up to six months in addition to the tolled period (see s. 252.363, F.S.).*

For the safety of our Residents, customers and employees, beginning Wednesday March 25, 2020, the City of Miami Gardens Development Services lobby will be **closed to the public**. We will still be providing full services in the following modified manner:

### **BUILDING DEPARTMENT SUBMISSIONS: LARGE PLANS**

A drop-off area will be designated in the vestibule of the West Entrance of Miami Gardens City Hall. All submittals must be accompanied by a transmittal sheet. Please allow one (1) business day to receive email receipt of submittal. All payments must be done online. For Pickups please call 305-622-8027. Consultations are available by phone or email. No in-person meetings will take place. **Questions?** Please contact 305-622-8027.

## **IMPORTANT!!!**

**All information must be completely filled out and printed legibly**

### **BUILDING DEPARTMENT SUBMISSIONS: SINGLE REVIEW DISCIPLINES**

We are presently accepting permit applications for single review disciplines via email:

1. Building Windows/Doors;
2. Electrical Meter Panel Service;
3. Electrical Safety Check;
4. Mechanical A/C Change Out;
5. Plumbing Backflows;
6. Plumbing Gas Vents;
7. Plumbing Water Heater;
8. Plumbing Water Service Repair;
9. Roofing Commercial;
10. Roofing Residential;

#### **SUB PERMITS:**

**YOU MUST SUPPLY THE MASTER BUILDING PERMIT NUMBER**

11. Sub General Electrical Permit;
12. Sub General Mechanical Permit; and
13. Sub General Plumbing Permit;

(Permits that do not require additional plan review)

Please send your application to [cmgonlinepermit@miamigardens-fl.gov](mailto:cmgonlinepermit@miamigardens-fl.gov) with ALL attachments.

If you have additional questions about your permit, please contact a member of our permitting staff:

Kimberly Otis (305) 622-8000 ext. 2662 [kotis@miamigardens-fl.gov](mailto:kotis@miamigardens-fl.gov) Sr. Permit Clerk

Chris Sanchez (305) 622-8000 ext. 2651 [csanchez@miamigardens-fl.gov](mailto:csanchez@miamigardens-fl.gov) Sr. Permit Clerk

Soykia Smith (305) 622-8000 ext. 2643 [ssmith@miamigardens-fl.gov](mailto:ssmith@miamigardens-fl.gov) Permit Clerk

Teneil Lewin (305) 622-8000 ext. 2656 [tlewin@miamigardens-fl.gov](mailto:tlewin@miamigardens-fl.gov)

Evelyn Sanchez (305) 622-8000 ext. 2640 [esanchez@miamigardens-fl.gov](mailto:esanchez@miamigardens-fl.gov)

Destiny Jones (305)-622-8000 ext. 2658 [djones@miamigardens-fl.gov](mailto:djones@miamigardens-fl.gov) Permit Clerk

Nikki Tonge (305)-622-8000 ext. 2627 [ntonge@miamigardens-fl.gov](mailto:ntonge@miamigardens-fl.gov) Permit Clerk

Cheryl-Ann Grandison (305)-622-8000 ext. 2642 [cgrandison@miamigardens-fl.gov](mailto:cgrandison@miamigardens-fl.gov) Permit Clerk

## **PLANNING AND ZONING SUBMISSIONS**

All submittals must be sent digitally to the appropriate planning staff. Where necessary, drop-off and pick-up of plans will be by appointment only. All payments must be done online.

All services will be provided via telephone and email only.

For General Information, Zoning Inquiries or Zoning Verification Letters please contact Gwen McDuffie Zoning Administrator at [gmcduffie@miamigardens-fl.gov](mailto:gmcduffie@miamigardens-fl.gov) or 305-622-8000 ext. 2672.

**Permit Review Questions:** Andy Joseph, Associate Planner [ajoseph@miamigardens-fl.gov](mailto:ajoseph@miamigardens-fl.gov) or Malcolm Moyse, Associate Planner [mmoyse@miamigardens-fl.gov](mailto:mmoyse@miamigardens-fl.gov)

**Zoning Inspections:** Armando Gallardo, Zoning Inspector [agallardo@miamigardens-fl.gov](mailto:agallardo@miamigardens-fl.gov)

**Site Plans/Special Action Requests:** Alexandra Matos [amatos@miamigardens-fl.gov](mailto:amatos@miamigardens-fl.gov)

**Public Hearings/Re-zonings:** Nakeischea Smith [nsmith@miamigardens-fl.gov](mailto:nsmith@miamigardens-fl.gov)

## **CODE COMPLIANCE INQUIRIES**

The Code Compliance Department is currently servicing ALL customers via telephone and email only. All payments must be mailed in as normal. For assistance contact us at 305-622-8000 ext. 2623 or 2611 or via email at [jwillis@miamigardens-fl.gov](mailto:jwillis@miamigardens-fl.gov), [yrolle@miamigardens-fl.gov](mailto:yrolle@miamigardens-fl.gov), or [jbispott@miamigardens-fl.gov](mailto:jbispott@miamigardens-fl.gov) For Business License inquiries contact [jsoto@miamigardens-fl.gov](mailto:jsoto@miamigardens-fl.gov).