



City of Miami Gardens

Development Services Department – Building Division
18605 NW 27th Avenue, 1st Floor
Miami Gardens, FL 33056
www.miamigardens-fl.gov

MINIMUM INSPECTION PROCEDURAL GUIDLINES FOR BUILDING STRUCTURAL RECERTIFICATION

CASE REFERENCE NUMBER: _____ LICENSEE NAME: _____

_____ TITLE: _____

ADDRESS: _____

JURISDICTION NAME: _____

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SIGNATURE: _____

*Use separate sheets for additional responses by referencing the report number

1. DESCRIPTION OF BUILDING	
a. Name of Title:	
b. Building Street Address:	Bldg. #
c. Legal Description:	Attached <input type="checkbox"/>
d. Owner's Name:	
e. Owner's Mailing Address:	
f. Folio Number of Building:	
g. Building Code Occupancy Classification:	
h. Present Use:	
i. General Description, Type of Construction, Size, Number of Stories, and Special Features	
j. Number of Stories:	k. Is this a Threshold Building as per 553.71(12) F.S. (Yes/No)
l. Provide an Aerial of the property identifying the building being certified on a separate sheet. Attached:	<input type="checkbox"/>
m. Additional Comments:	



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2. INSPECTIONS

a. Date of Notice of Required Inspection:

b. Date(s) of actual inspection:

c. Name and qualification of licensee submitting report:

d. Description of Laboratory or other formal testing, if required, rather than manual or visual procedure:

e. Are any Electrical NEED REPAIRS? (YES/NO):

1. If required, describe and indicate acceptance:

f. Can the building continue to be occupied while recertification and repairs are ongoing? (YES/NO)

1. Explanation/Conditions:

g. Is it recommended that the building be vacated? (YES/NO)

h. Has the property record be researched for violations or unsafe cases? (YES/NO)

1. Explanation/Comments:

3. SUPPORTING DATA

a. _____ Additional sheets of written data

b. _____ Photographs provided (where required plus each building elevations)

c. _____ Drawings or sketches (aerial, site, footprint, etc.)

d. _____ Test Reports



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4. FOUNDATION

a. Describe the building foundation:

b. Is wood in contact or near soil? (YES/NO)

c. Signs of differential settlement? (YES/NO)

d. Describe any cracks or separation in the walls, columns, or beams that signal differential

PROVIDE PHOTO

Settlement:

e. Is water drained away from the foundation? (YES/NO)

f. Is there additional sub-soil investigation required? (YES/NO)

1. Describe:

5. PRESENT CONDITION OF OVERALL STRUCTURE

a. General alignment: (Note: good, fair, poor, explain if significant)

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1. Bulging:

2. Settlement:

3. Deflection:

4. Expansion:

5. Contraction:

b. Portion showing distress: (Note: beams, columns, structural walls, floor, roofs, other)

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c. Surface condition: Describe general conditions of finishes, cracking, spalling, peeling, signs of moisture penetration and stains:

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d. Cracks: Note location in significant members. Identify crack size as HAIRLINE if barely discernible; FINE if less than 1 mm in width; MEDIUM in between 1 & 2 mm in width; WIDE if over 2 mm.	PROVIDE PHOTO
e. General extent of deterioration: Cracking or spalling of concrete or masonry, oxidation of metals; rot or borer attach in wood.	PROVIDE PHOTO
f. Previous patching or repairs: (Provide description and identify location)	PROVIDE PHOTO
g. Nature of present loading: (Indicate residential, commercial, storage, other – estimate magnitude for each level)	PROVIDE PHOTO
h. Signs of overloading? (YES/NO)	PROVIDE PHOTO
Describe:	

6. MASONRY BEARING WALL: (Indicate good, fair, poor on appropriate lines)	PROVIDE PHOTO
a. Concrete masonry units:	
b. Clay tile or terra cotta units:	
c. Reinforced concrete tie column:	
d. Reinforced concrete tie beam:	
e. Lintel:	



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f. Other type bond beams:	PROVIDE PHOTO
g. Exterior masonry finishes (choose those that apply):	PROVIDE PHOTO
1. Stucco:	
2. Veneer:	
3. Paint only:	
4. Other (describe):	
h. Interior masonry finishes (choose those that apply):	PROVIDE PHOTO
1. Vapor barrier:	
2. Furring and plaster:	
3. Paneling:	
4. Paint only:	
5. Other (describe):	
i. Cracks:	PROVIDE PHOTO
1. Location (note beams. Columns, other):	
2. Description:	
j. Spalling:	PROVIDE PHOTO
1. Location (note beams. Columns, other):	
2. Description:	
k. Rebar corrosion (indicate on lines 1-4):	PROVIDE PHOTO
1. None visible: <input type="checkbox"/>	
2. Minor (patching will suffice):	
3. Significant (but patching will suffice):	
4. Significant (structural repairs required):	
l. Sample chipped out for examination in spalled area. (YES/NO)	
1. Yes – describe color, texture, aggregate, general quality:	



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7. FLOOR AND ROOF SYSTEM	
a. Roof (must provide)	
1. Describe (roof shape, type roof covering, type roof deck, framing system, condition):	PROVIDE PHOTO
2. Note water tanks, cooling towers, air conditioning equipment, signs, other heavy equipment and condition of support:	PROVIDE PHOTO
3. Describe roof drainage system. main and overflow, and condition:	PROVIDE PHOTO
4. Describe parapet building and current condition:	PROVIDE PHOTO
5. Describe mansard building and current condition:	PROVIDE PHOTO
6. Describe roofing membrane/covering and current condition:	PROVIDE PHOTO
7. Describe any roof framing member with obvious overloading, overstress, deterioration or excessive deflection:	PROVIDE PHOTO
8. Note any expansion joints and condition	PROVIDE PHOTO



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a. Floor system(s)	
1. Describe the floor system at each level, framing, material, typical span and indicate condition:	PROVIDE PHOTO
2. Balconies: indicate location, framing system, material, and condition:	PROVIDE PHOTO
3. Stairs and escalators: indicate location, framing system, material, and condition:	PROVIDE PHOTO
4. Ramps: indicate location, framing system, material, and condition:	PROVIDE PHOTO
5. Guardrails: describe type, material, and condition:	PROVIDE PHOTO
c. Inspection – note exposed areas available for inspection, and where it was found necessary to open ceilings, etc. for inspection of typical framing members:	

8. STEEL FRAMING SYSTEM	
a. Description of system at each level:	PROVIDE PHOTO



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b. Steel members: describe condition of paint and degree of corrosion:	PROVIDE PHOTO
c. Steel connections: describe type and condition:	PROVIDE PHOTO
d. Concrete or other fireproofing: note any cracks or spalling of encased member and note where any covering was removed for inspection:	PROVIDE PHOTO
e. Identify any steel framing member with obvious overloading, overstress, deterioration, or excessive deflection (provide location):	PROVIDE PHOTO
f. Elevator sheave beams and connections, and machine floor beams: note corrections:	PROVIDE PHOTO

9. CONCRETE FRAMING SYSTEM	
a. Full description of concrete structural framing system:	PROVIDE PHOTO
b. Cracking	
1. Significant or Not Significant:	
2. Location and description of members affected and type cracking:	



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c. General description:	
d. Rebar corrosion – check appropriate line:	
1. None visible: <input type="checkbox"/>	
2. Balconies: indicate location, framing system, material, and condition:	PROVIDE PHOTO
3. Significant but patching will suffice:	PROVIDE PHOTO
4. Significant: structural repairs required (describe):	PROVIDE PHOTO
e. Samples chipped out in spall area	
1. No: <input type="checkbox"/>	
2. Yes, describe color, texture, aggregate, general quality	PROVIDE PHOTO
f. Identify any concrete framing member with obvious overloading, overstress, deterioration, or excessive deflection:	PROVIDE PHOTO

10. WINDOWS, STOREFRONTS, CURTAIN WALLS AND EXTERIOR DOORS	
a. Windows/Storefronts/Curtain Walls	PROVIDE PHOTO
1. Type (Wood, steel, aluminum, vinyl, jalousie, single hung, double hung, casement, awning, pivoted, fixed, other):	



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2. Anchorage: type and condition of fasteners and latches:	
3. Sealant: type and condition of perimeter sealant and at mullions	
4. Interiors: type and condition of operable vents:	
5. General Condition:	
6. Describe any repairs needed:	
b. Structural Glazing on the exterior envelope of Threshold Building: (YES/NO)	
1. Previous inspection date:	
2. Description of Curtain Wall Structural Glazing and adhesive sealant:	
3. Describe Condition of System:	
c. Exterior Doors	PROVIDE PHOTO
1. Type (Wood, Steel, Aluminum, Sliding Glass Door, Other):	
2. Anchorage: type and condition of fasteners and latches:	
3. Sealant: type and condition of sealant:	



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4. General condition:

5. Describe any repairs needed:

11. WOOD FRAMING

a. Fully describe wood framing system:

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b. Indicate the condition of the following

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1. Walls:

2. Floors:

3. Roof member, roof trusses:

c. Note metal connectors (i.e. angles, plates, bolts, split pintles, other, and note condition:

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d. Joints: note if well fitted and still closed:

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e. Drainage: note accumulations of moisture:

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f. Ventilation: note any concealed spaces not ventilated:	PROVIDE PHOTO
g. Note any concealed spaces opened for inspection	PROVIDE PHOTO
h. Identify any wood framing member with obvious overloading, overstress, deterioration, or excessing deflection):	PROVIDE PHOTO

12. BUILDING FAÇADE INSPECTION (Threshold Buildings)	PROVIDE PHOTO
a. Identify and describe the exterior walls and appurtenances on all sides of the building. (Cladding type, corbels, precast appliques, etc.):	
b. Identify the attachment type of each appurtenance type (mechanically attached or adhered):	
c. Indicate the condition of each appurtenance (distress, settlement, splitting, bulging, cracking, loosening of metal anchors and supports, water entry, movement of lintel or shelf angles, or other defects):	