



# City of North Miami

Building Department  
12340 NE 8 Avenue  
North Miami, FL 33161

## **INFORMATION ABOUT RE-OCCUPANCY INSPECTIONS**

The process for obtaining a Certificate of Re-Occupancy is as follows:

1. Fill out an Application and pay the fee (cashier's check or money order – NO CASH):  
\$75.00 for single-family, duplex, and triplex structures;  
\$150.00 for the first 4 apartment units plus \$7.50 for each additional unit.
2. An inspector will call to schedule an appointment for the inspection.

*City Code allows up to 10 days to complete this inspection. Please schedule your closing accordingly.*

3. The Buyer and Seller must complete and sign the Disclosure Statement. ***The Buyer's signature must be notarized.*** The Disclosure Statement must be returned to the inspector at the time of the inspection.
4. A Certificate of Re-occupancy will be issued at the time of inspection, providing there are no Life Safety or Re-Occupancy code violations. The inspector will keep the Disclosure Statement.

CONTINUED . . . . .

**COMMONLY ASKED QUESTIONS ABOUT RE-OCCUPANCY CERTIFICATES**

What is the purpose of a Re-Occupancy inspection? To ensure that structures originally built and designed as **single-family** residences are still utilized for that purpose.

Who is responsible for applying for a Certificate of Re-occupancy? The Seller.

Can the Application be FAXED to the Community Planning & Development Department after it is completed?  
No, because it can not be processed until the fee is paid.

Can the paperwork be used if there is a change of Buyer? No. A new Application, another inspection, and a new Disclosure Statement must be prepared. A new fee must be paid.

After a Certificate of Re-Occupancy is issued, is it good forever? No. The Certificate of Re-occupancy is good until a new buyer purchases the property.

If you have any questions regarding the process, please call Mr. Mark Hagerty at (305) 895-9820, Ext. 12107, during his office hours Monday - Friday:

8:30 - 9:30 a.m.  
12:30 - 1:00 p.m.  
2:30 - 3:00 p.m.

Applications may be dropped off anytime during office hours:

Monday – Friday  
7:30 a.m. – 3:00 p.m.

**CITY OF NORTH MIAMI  
APPLICATION FOR A REOCCUPANCY CERTIFICATE**

Address \_\_\_\_\_ Folio # \_\_\_\_\_

Person to contact for inspection \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Application \_\_\_\_\_

Buyer's Name(s) \_\_\_\_\_

\* \* PRINT CLEARLY \* \*

Seller's Name(s) \_\_\_\_\_

\* \* PRINT CLEARLY \* \*

This affirms that the following structure is in compliance with Section 29-4 (b) (1) of the Zoning Code, which states that each dwelling unit may be used for a single-family purpose only.

The building may only be legally occupied as:

\_\_\_\_\_ Single Family                      \_\_\_\_\_ Duplex                      \_\_\_\_\_ Triplex

\_\_\_\_\_ Apartment Complex (4 or more units)      Number of Units \_\_\_\_\_

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Amount Paid: \$ \_\_\_\_\_ Form of Payment: \_\_\_\_\_

Paid by: \_\_\_\_\_

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**PLEASE NOTE:**

Receiving a Certificate of Reoccupancy does not constitute any representation or warranty as to the condition of the dwelling or other structures on said premises described herein (or any aspect of such condition), and interested persons are advised and encouraged to make their own inspections of the premises in order to determine the condition thereof.

The inspection made in connection with the Certificate is not an electrical, plumbing, or mechanical inspection. The Certificate shall not represent that the property conforms to the provisions of the City Code, other than Section 29-4 (b) (1) as stated above.

**ATTENTION:**

**CITY CODE ALLOWS UP TO 10 DAYS FROM THE DATE OF APPLICATION TO COMPLETE THIS INSPECTION. PLEASE FILE YOUR APPLICATION ACCORDINGLY.**

**DISCLOSURE STATEMENT**

Property: \_\_\_\_\_

Buyer: \_\_\_\_\_ Phone: \_\_\_\_\_  
                    Print or Type

Seller: \_\_\_\_\_ Phone: \_\_\_\_\_  
                    Print or type

SELLER does hereby disclose to BUYER that pursuant to Ordinance No. 887 adopted by the City Council of the City of North Miami on November 24, 1992, as codified in Sec. 29-16 (h) of the Zoning Code of the City of North Miami, as amended, it is unlawful to occupy or cause the occupancy of a single-family, duplex, triplex, or multi-family property sold to BUYER after January 1, 1993, unless and until a Certificate of Re-Occupancy is issued by the City of North Miami for such property.

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Buyer

STATE OF FLORIDA)  
COUNTY OF DADE)

Sworn to and subscribed before me by  
buyer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Stamped Commission Name)

Personally Known \_\_\_\_\_

Produced I.D. \_\_\_\_\_

\_\_\_\_\_  
Type of I.D. Produced

**THIS FORM MUST BE COMPLETED AND PRESENTED TO THE INSPECTOR BEFORE A CERTIFICATE OF REOCCUPANCY CAN BE ISSUED.**

OFFICIAL USE ONLY

Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

# FLOODPLAIN DISCLOSURE

The City of North Miami participates in the National Flood Insurance Program Community Rating System. This program makes federally backed flood insurance available to eligible properties. It also evaluates the City's flood readiness to guard against property losses due to flooding.

In January 2001, the North Miami City Council passed Ordinance 1077 (Section 8.5-45 of the Code of Ordinances), requiring seller disclosure of potential flood hazards to prospective buyers. Flood hazard information should be discussed prior to finalizing a sales contract. Minimally, this should include information on how to determine if a property lies in a Special Flood Hazard Area and how buyers can obtain flood insurance.

Flood hazard determinations are available from the Building Department, and can be requested at the time of Re Occupancy application, or by calling (305) 893-6511 ext. 2170. Flood Hazard Brochures are also available from the Building Department upon request.