12340 Northeast 8th Avenue • P.O. Box 619085, North Miami, Florida 33261-9085 • 305-895-9820

BUILDING & MINIMUM HOUSING DEPARTMENT

RE-OCCUPANCY INSPECTION

The purpose of Re-Occupancy Inspection is to ensure that structures originally built and designed as **single-family** residences are still utilized for that purpose.

When selling a home, a Certificate of Re-Occupancy must be obtained from the City's Building and Zoning Department. Each Re-Occupancy Inspection application is unique to the Seller and Buyer of a single sale transaction. If the sale does not go through and there is a change of Buyer, a new Re-Occupancy application, a new Disclosure Statement, and a new application fee must be filed.

The Re-Occupancy Inspection fee must be paid in advance, in the form of a bank check or money order. Personal or business checks are not accepted. **No exceptions**

City Code allows up to ten (10) business days for our Re-Occupancy Inspector to schedule and complete the Re-Occupancy Inspection.

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STEPS FOR OBTAINING A CERTIFICATE OF RE-OCCUPANCY

1. Fill out an Application form and pay the appropriate inspection fee listed below:

   Fees for Regular Inspection (within 10 business days):

   - For single family, condominium units, duplex and triplex structures - $100.00
   - For apartment buildings - $300.00 for the first 4 apartments, plus $10.00 for each additional apartment unit

   Fees for Expedited Inspection (within 2 business days):

   - For single family, condominium units, duplex and triplex structures - $300.00
   - For apartment buildings - $600.00 for the first 4 apartments, plus $20.00 for each additional apartment unit

2. An Inspector will call the contact listed on the application form to schedule an inspection appointment.

3. The Seller and Buyer must sign the Disclosure Statement form. The Buyer's signature must be notarized. **The Disclosure Statement must be completed and given to the Inspector at the time of the inspection**.

4. Providing that there are no Life Safety, Building Code or Re-Occupancy Code violations noted at the time of inspection, and upon receipt of the completed Disclosure Statement, the Re-Occupancy Inspector will issue the Certificate of Re-Occupancy.

Completed Re-Occupancy Inspection applications may be dropped off anytime during our office hours: Monday through Friday from 7:30 a.m. – 3:00 p.m.

IMPORTANT NOTE: Failure to obtain a Certificate of Re-Occupancy prior to closing a property in the City of North Miami may result in enforcement action being taken by the City against the SELLER and/or BUYER, which may include fines, court costs, administrative costs and additional Re-Occupancy inspection costs.

CITY OF NORTH MIAMI
APPLICATION FOR A REOCCUPANCY CERTIFICATE

Address _____ Date of Application _____

Person to contact for inspection _____

Phone # _____ Email Address _____

Buyer's Name(s) _____
* * PRINT CLEARLY * *

Seller's Name(s) _____
* * PRINT CLEARLY * *

This affirms that the following structure is in compliance with Section 4-201 & 4-202 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 _____Condo Unit _____ Duplex _____ Triplex

_____ Apartment Complex (4 or more units) Number of Units _____

Primary Inspection _____ Re Inspection _____ Conditional Re Inspection _____

Amount Paid: $_____ Form of Payment: _____

Paid by: _____

PLEASE NOTE:

Receiving a Certificate of Re-Occupancy 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 4-201 & 4-202 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.

revised 4/16/10

DISCLOSURE STATEMENT

*****DO NOT SUBMIT THIS FORM WITH THE APPLICATION*****

THIS FORM MUST BE COMPLETED AND PRESENTED TO THE INSPECTOR AT THE TIME OF THE INSPECTION.

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. 3-210 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, condominium unit, 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

OFFICIAL USE ONLY

Inspection Date: _____ Inspector: _____

revised 4/16/10

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. 12170. Flood Hazard Brochures are also available from the Building Department upon request.