



12340 Northeast 8<sup>th</sup> Avenue • North Miami, Florida 33261-9085 • 305-895-9820

## **Development Services Department**

### **Office of Building Services**

### **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/transfer 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.

City Code allows up to ten (10) business days for our Re-Occupancy Inspector to schedule and complete the Re-Occupancy Inspection; however, upon payment of the Expedited Fee, the inspection will be performed within two (2) business days.

#### **Sec. 3-210. - Certificate of re-occupancy**

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**Penalties.** Any property for which an approved **re-occupancy** or conditional **re-occupancy** certificate is not obtained prior to the transfer of title shall be subject to **a fine equivalent to the expedited application fee**, payable at the time the late application is filed plus any fines assessed by the code enforcement special magistrate under code enforcement violation proceedings.

(Ord. No. 1278, § 1(exh. 1), 4-28-09; Ord. No. 1324, § 1, 12-3-11; Ord. No. 1381, § 1, 10-14-14)

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## **STEPS FOR OBTAINING A CERTIFICATE OF RE-OCCUPANCY**

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

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 - \$110.00
- For multi-family/ apartment buildings - \$330.00 for the first 4 apartments, plus \$13.00 for each additional apartment unit

### **Fees for Expedited Inspection (within 2 business days):**

- For single family, condominium units, duplex and triplex structures - \$330.00
- For apartment buildings - \$660.00 for the first 4 apartments, plus \$22.00 for each additional apartment unit

### **Re-inspection fee:**

- For single family, condominium units, duplex and triplex structures (each re-inspection) –\$55.00
- For multi-family/ apartment buildings (each re-inspection) -\$162.00 & \$13 for each additional unit

### **Penalties/After-the-Fact:**

- SEE CODE OF ORDINANCE, PENALTIES; **Sec. 3-210**

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.

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 or penalties.**

**CITY OF NORTH MIAMI**

Revised 10/18/2022

## 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 ☐ Expedited ☐ After-the-fact ☐

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

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

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### 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), 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.**

**-NEW BUYER REQUIRES A NEW APPLICATION AND FEE (WITHIN 30 DAYS OF THE INSPECTION).**

**-A NEW BUYER AFTER 30 DAYS OF THE INSPECTION, APPLICATION, FULL FEE, AND INSPECTION.**

**-ANY CHANGES AFTER 30 DAYS REQUIRE A NEW APPLICATION, INSPECTION, AND FULL FEE.**

**-CANCEL ANY UNSCHEDULED INSPECTIONS AFTER 30 DAYS FROM APPLICATION DAY.**

**-CHANGES WITHIN THE 10 DAYS PRIOR TO INSPECTION, NO EXTRA CHARGE**

## 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: \_\_\_\_\_

# 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)895-9820. Flood Hazard Brochures are also available from the Building Department upon request.