

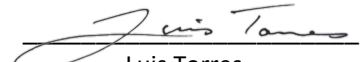


**Bulletin No:** 2024-005

**DATE:** July 21, 2024 *Revised 10-03-2024*

**SUBJECT:** Registration for Permit Expeditors.

**EFFECTIVE DATE:** January 1, 2025

  
Luis Torres  
Asst. Director / Building Official

**EXECUTIVE SUMMARY:** Permit expeditors must be registered and provide proof of valid Business Tax Receipts from City of Miami and Miami-Dade County. There is no cost for registration.

**NOTICE:**

On May 9<sup>th</sup>, 2024, the City of Miami Commission passed an ordinance amending Chapter 10/Article I/Section 4 of the City of Miami Code, as amended, titled "Buildings/In General" to create Division 1 titled "Building Code", adding the Florida Building Code and certain amendments thereto and creating Division 2, titled "Building Administration, fees, waivers, contractor and emergency requirements." The full text of the ordinance can be found here:

[https://miamifi.igm2.com/Citizens/Detail\\_Legifile.aspx?Frame=&MeetingID=3554&MediaPosition=&ID=15659&CssClass=](https://miamifi.igm2.com/Citizens/Detail_Legifile.aspx?Frame=&MeetingID=3554&MediaPosition=&ID=15659&CssClass=)

This Bulletin is specific to requirement 10-5(k)(5) "Permit Expeditors". For convenience, the full text of this section in the native format of the Florida Building Code is reproduced herein as follows:

**105.6.5 Permit expeditors.** Independent agents and/or personnel hired by the fee owner, the fee owner's contractor, the fee owner's design professional, or any other person in connection with the project may initiate an application for permit, submit all documentation for review by the enforcement agency, and pursue the processing of the application in accordance with the provisions of this section. The building official shall establish a system of registration for permit expeditors, requiring that they provide all relevant contact information and proof of valid Business Tax Receipts from the City of Miami and Local Business Tax Receipts from Miami-Dade County as required by law. There shall be no charge for registration of permit expeditors. Permit expeditors operating within the jurisdiction shall be registered prior to engaging in any business activity in connection with the processing of a permit through the building department.

The building official is authorized to establish operational and ethical guidelines for expeditors. Permit expeditors shall not:

1. Act as a surrogate for registered design professionals in discussions of technical matters.
2. Submit documents known or suspected to be falsified or otherwise deficient in content, formatting, and/or completeness.
3. Offer any form of compensation, incentive, or gift to Department personnel in exchange for preferential treatment as prohibited by law.
4. Engage in tactics designed to bypass the Department's normal sequence of priorities in the processing of applications and permits.

**APPLICABILITY:**

- The effective date shall be January 1, 2025.
- The Expediter Registration Form can be found here: <https://www.miami.gov/Permits-Construction/Register-as-a-Permit-Expediter?transfer=1e63c63f-58fe-4c12-b56e-89598ca1a49e>
- The registration process is free of charge.
- Registration requires a valid Business Tax Receipt (BTR) from the City of Miami, and Local Business Tax receipt (LBT) from Miami-Dade County. See further details on the Registration Form.
- Questions about this program may be sent to [PermitExpeditors@miami.gov](mailto:PermitExpeditors@miami.gov)

***End of Document.***