



**City of Miami Building Department
Unsafe Structures Division**

Miami Riverside Center · 444 SW 2nd Ave · Miami, FL 33130 - Department Hours: 7:30 AM – 3:30 PM

UNSAFE STRUCTURES PANEL ORDER – TIMELINE INSTRUCTIONS

This handout explains the general compliance timelines required after an Unsafe Structures Panel Order is issued. All Panel orders phases run consecutively.

PHASE 1 – Submit Required Plans (Number of Days Will Be Provided in Panel Order)

- ☐ Upload the full set of plans into ProjectDox.
- ☐ Plans must be prepared by a Florida Registered Architect or Professional Engineer, as required.
- ☐ Plans must be signed and sealed by the design professional, as required.
- ☐ If the property is occupied, a design professional safety report must be submitted within 90 days confirming safe occupancy.
- ☐ Plans submission compliance will be confirmed and be routed to ProjectDox for review by Unsafe Structure staff. Plans will not continue the review with any other discipline until approved by Unsafe Structure.
- ☐ This phase is complete only after plans are approved by Unsafe Structure staff in ProjectDox for continued concurrent required discipline reviews.

PHASE 2 – Obtain Building Permits (Within Number of Days Provided by Panel Order After the Expiration of the Timeline in Phase 1)

- ☐ All required permits must be obtained.
- ☐ Permits must cover all required work and corrections identified during plan review.
- ☐ This phase is complete when the permit is issued and paid in full.

PHASE 3 – Complete Required Work and Finalize Permits (Within Number of Day Provided by Panel After the Expiration of the Timeline in Phase 2)

- ☐ Complete all required construction work.
- ☐ The completion timeline begins after the Step 2 timeline expires.
- ☐ Pass all required inspections.
- ☐ Pay all applicable fees and administrative costs.

- ☐ All permits must be finalized and closed.
- ☐ This phase is completed when all permits are finalized and any fees and costs due and owing from the Unsafe Structure case are paid in full.

ENFORCEMENT NOTICE

- Failure to meet required deadlines may result in additional enforcement actions, including additional hearings, fines, or Panel ordered demolition of property structure.

EXTENSION REQUESTS

- Extension requests must be submitted in writing (via email at unsafehearingrequest@miamigov.com) before any pending phase deadline expires.
- Requests must demonstrate progress toward compliance.
- Late requests cannot be considered. Failure to comply within the timeframe provided shall put the property in breach of the Panel Order and a hold to be placed on any plans or permits being processed.

BREACH OF ORDER REQUESTS

- A case is considered in Breach when a pending phase timeline passes without compliance, and no Extension of Time was requested before that expiration.
- Any Panel order in Breach will cause the plans review and permitting process to be placed on Hold.
- It is the responsibility of the Property owner to request a Breach hearing via unsafehearingrequest@miamigov.com as soon as possible.
- It is up to the Panel to determine if the Property will be given more time to comply or if the Property structure should be demolished.

FINAL COMPLIANCE

- A case is considered Complied only after all permits are finalized, inspections are approved, and all required fees are paid.

SERVICE LOCATIONS

- Permit Counter & Inspection Services – 4th Floor
- Unsafe Structures Division – 1st Floor (Lobby)
- Homeowner Assistance Program & Small Business Clinic – 1st Floor (Lobby)

CONTACT INFORMATION

- Building Department Call Center: (305) 416-1100

- Unsafe Structures Customer Service: (305) 416-1177
- General Email: Building@miamigov.com
- Unsafe Structures: unsafestructures@miamigov.com
- Extension of Time, Breach and Appeal of Initial Violation Requests: unsafehearingrequest@miamigov.com
- Invoices: unsafeinvoices@miamigov.com
- Recertifications: Buildingrecertifications@miamigov.com