



**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 – COMPLIANCE INSTRUCTIONS

To achieve compliance with the Unsafe Structures Section, the following requirements must be met:

1. Initial Meeting

- Request a meeting with your citing inspector to discuss your case and specific compliance requirements.
- Site meetings are strongly recommended, when possible, to ensure the proper scope of work is clearly identified.

2. Obtain Permitting History

- Microfilm records of the property's permitting history should be obtained for your records.
- Requests may be made through Building Records:
 - Phone: (305) 416-1140
 - Email: BuildingRecords@miamigov.com

3. Engage a Design Professional

- Retain the services of a Florida-licensed architect or engineer or other qualified party to review your case, property conditions, and permit history, and to prepare the required plans and documents.
- Professional licenses may be verified through the Florida Department of Business and Professional Regulation (DBPR) license search: myfloridalicense.com.

4. Plan Review Process

- Plans will be reviewed by the Building Department and other applicable agencies, up to and including Miami-Dade County, if required for code compliance.

- Proper and continuous communication between the design professional and reviewers is critical to ensure a timely review process.
- The City of Miami requires compliance with the Florida Building Code and applicable local ordinances. Any corrections or comments indicate noncompliance that must be addressed.

5. Contractor Selection and Permit Application

- Select a Florida-licensed contractor and submit the required permit application(s).
- Contractor licenses may be verified through the Florida Department of Business and Professional Regulation (DBPR) license search: myfloridalicense.com.

6. Construction and Inspections

- During construction, depending on the scope of work, sub-permits may be required.
- Progress inspections must be requested and approved through all phases of work, up to and including final building inspection.

7. Final Compliance

- The property will be considered in compliance only after all permits are finalized, all required inspections are approved, and all applicable fees are paid.
- Failure to comply may result in further enforcement action before the Unsafe Structure Panel, which can include demolition of the violating property structure(s).