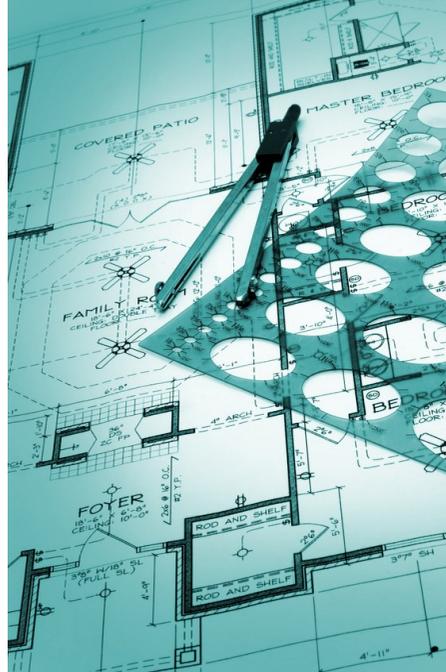


**WHAT IF THE JOB WAS HALTED DUE TO LEGAL ACTION OR A DISPUTE WITH THE CONTRACTOR?**

If the contractor has failed to complete the work due to legal action or a dispute, write a letter to the Building Official to advise of the intended course of action. The letter should be submitted to the Village of Pinecrest Building Department prior to the expiration date of permit.

The department will consider granting a 90-day extension upon receipt of the written request and payment of extension fee, provided that no life safety violation exists.



# Permits without final inspections

**WHAT IF THE RECORDS AT THE BUILDING & PLANNING DEPARTMENT ARE INCOMPLETE OR INACCURATE?**

Please provide the Building and Planning Department with documentation to that effect. An example of this documentation is the approved inspection certificate signed by a Pinecrest inspector.

**Village Council**

**Cindy Lerner, Mayor**

**Joseph M. Corradino, Vice Mayor**

**Jeff Cutler**

**James E. McDonald**

**Bob Ross**

## Building and Planning Department Get Informed



Pinecrest Inspection Line 305.234.2111

Miami-Dade County Permitting & Inspection Center 786.315.2000

Miami-Dade County DERM 305.372.6789

Miami-Dade County Water & Sewer 305.665.7477

Florida Department of Health 850.245.4250

**BUILDING AND PLANNING DEPARTMENT**

**PERMITTING HOURS: 8:00 a.m. to 2:00 p.m.— Monday through Friday**

TEL 305.234.2121 · FAX 305.234.2131  
12645 PINECREST PARKWAY | PINECREST, FLORIDA 33156  
[www.pinecrest-fl.gov](http://www.pinecrest-fl.gov)



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## HELPING RESOLVE YOUR PERMITTING ISSUES.



### WHAT IS AN “EXPIRED PERMIT”?

An expired permit is a permit that has expired without the approval of all the required inspections or is missing the required paperwork in order to close out the permit.

### HOW CAN A RESIDENT FIND OUT IF A PROPERTY HAS ANY OPEN PERMITS?

Contact the Permit Desk in the Building and Planning Department at (305) 234-2121 Monday through Friday 10:30 a.m. to 2:00 p.m. Please provide the permit number or the job address when inquiring about the property permit history.

### HOW CAN RESIDENTS CHANGE CONTRACTORS OR TRANSFER THE PERMIT TO AN OWNER/BUILDER?

To request a change of contractor to another contractor, submit a “Change of Contractor” form and a completed permit application.

A 10 working-day waiting period may be required prior to the issuance of the Change of Contractor for active permits. Information on the Change of Contractor fees is available on the Building and Planning Department home page of the Village’s web site. Fees are subject to change without notice.

To request a change of a contractor to an Owner/Builder, a verbal exam administered by the Building Official is needed to ensure the knowledge to complete the construction of the permitted project.

### WHO IS RESPONSIBLE FOR THE OPEN PERMITS ON A PROPERTY?

Ultimately, the property owner is responsible for all permits obtained for the property. However, licensed contractors are required by code to complete all mandatory inspections and provide the required paperwork to close out the permit.

The permitted plans must reflect the work that was performed on the property. In order to remove or add work to the permit, residents will need to submit revision plans to the Building Department.

## permit work revisions

Two copies of the revised plans, the original permitted site set, and a completed permit application must be submitted for approval from the required officials. Once the revised plans have been approved and a fee assessed, a revised permit card will be issued.

### WHAT CAN A RESIDENT DO TO RESOLVE THE EXPIRED PERMIT?

If the permit was issued to the property owner, the owner shall apply for a permit renewal and request all the incomplete inspections. However, if the permit was issued to a contractor, the property owner

should advise the contractor that the mandatory inspections for the work performed have not been completed prior to the permit expiring, in violation of the Florida Building Code. Contractors will need to apply

for a permit renewal and request all the incomplete inspections.

If the contractor refuses to close the permit, please refer to the Change of Contractor portion of this brochure.

### WHAT IF PERMITS WERE OBTAINED AND THE CONSTRUCTION WORK WAS NEVER PERFORMED, OR DUPLICATE PERMITS WERE ISSUED?

Submit a Permit Cancellation Form to the Building Department. This form may be obtained on the Village’s web site, [www.pinecrest-fl.gov](http://www.pinecrest-fl.gov), in the Building and Planning Department homepage under the Forms section. An inspection may be done to verify the request.

A permit is valid for 180 days as per the Florida Building Code.

## permit extensions

Permit extensions can be obtained by submitting a completed permit application. A fee will be assessed to extend the permit.

