

# MIAMI-DADE COUNTY BUILDING DEPARTMENT

## PROCEDURES FOR REFUNDS AND PERMIT CANCELLATIONS

### REFUNDS

#### GENERAL INFORMATION:

Please be aware that refunds will not be granted on requests involving:

- *Permit fees of \$130.00 or less*
- *Permits which have expired*
- *Permits under which work has commenced*
- *Permits revoked by the Building Official or canceled by court order*
- *When there is a change of contractor*

#### REFUNDS WHERE PERMITS WILL NOT BE USED:

A full refund less \$130.00 or 50% of the permit fee, whichever is greater rounded to the nearest dollar, shall be granted to the permit holder providing that:

- *The department receives a written request from the permit holder requesting cancellation and refund. The permit must already have been cancelled in accordance with the cancellation procedures outlined on page 2.*
- *The permit holder submits with the request the original validated copy of the permit card. If the validated copy of the permit is not available, the permit holder must complete the attached affidavit and submit it with a copy of the canceled check.*
- *No work has been performed under the permit.*
- *The permit is still valid.*
- *The permit has not been revoked.*
- *The cost of the permit exceeded \$130.00*

#### REFUNDS OF OVERCHARGE:

For refunds of an overcharge of permit fees, the following must be submitted:

- *Letter from the permit holder requesting a refund explaining the overcharge.*
- *Copy of the validated permit card.*
- *The permit is still valid*
- *The permit has not been revoked*

FULL REFUNDS:

Full refunds are granted only in cases where an error has occurred on the part of the department, such as in cases where the permit is issued for work outside the jurisdiction of the Building Department.

WHERE TO DIRECT YOUR REFUND REQUEST:

**Building Department**

Permit Records Section

11805 S.W. 26 Street, 1<sup>st</sup> Floor

Miami, Florida 33175-2474

Attention: Permit Records Section Supervisor

**CANCELLATION**

CANCELLATIONS WHERE NO WORK HAS BEEN PERFORMED:

In order to cancel a permit where the work will not be taking place, the following must be submitted.

- *Letter from the contractor or permit holder requesting permit cancellation and stating no work has been performed. The letter must include the permit number, job address, reasons for cancellation and a contact name and telephone number. If the contractor is no longer available or unwilling to submit the letter the request can be made by the property owner. If the permit is valid at the time of request for cancellation and the permit holder is not submitting the request, then the property owner will be required to complete a hold harmless letter. Please note that in cases where a hold harmless letter is required there will be a 10 working day waiting period prior to cancellation. Additionally, the department will notify all interested parties (original permit holders and all subsidiary permit holders) of the cancellation request.*
- *Original validated permit*
- *Job set of plans (if applicable must be on the job site at the time of inspection).*
- *If the permit is expired a fee of \$72.00 is required at the time of cancellation request.*

*Following the receipt of your letter and payment of the cancellation fee if applicable a field inspection will be scheduled for the next business day to confirm that no work was performed. If the performance of the inspection determines that work was not performed, the permit will be canceled. However, if work is determined to have been performed an additional inspection fee will be assessed against the permit. Additionally, you will be required to complete the work covered under the scope of the permit and obtain all mandatory inspections. If the permit has expired you will be required to have it re-issued prior to proceeding with the work and obtaining the mandatory inspections. Further, the department will issue a notice of violation and open a case in our Regulation System to ensure appropriate action is taken. Failure to do so may result in the issuance of a civil violation notice or ticket requiring payment of a fine and correction of the violation.*

*Please be advised that your request will not be accepted if any of the required documentation is missing or in cases where work has commenced as evidenced by an inspection result entered in the computer system. In these cases, the work must be completed and mandatory inspections obtained. If the permit has expired it must be reissued prior to request for mandatory inspections.*

CANCELLATIONS WHERE WORK HAS BEEN PERFORMED:

In the unique instances where work has been removed or the work was superseded by another permit, the following must be submitted:

- *A letter from the permit holder certifying that the work was removed or superseded by another permit number (provide specific permit number). The letter must include the permit number, job address, and a contact name and telephone number. If the contractor is no longer available or unwilling to submit the letter, the request can be made by the property owner.*
- *For cases where the work has been removed, the applicant is required to have the job copy of the plans at the site. An inspection will be performed to verify the work has been removed. Following the performance of the inspection, if it is determined the work was removed, then the permit will be canceled. However, if the work still exists an additional inspection fee will be assessed against the permit. Additionally, you will be required to complete the work covered under the scope of the permit and obtain all mandatory inspections. If the permit is expired you must have the permit reissued prior to obtaining mandatory inspections. Further, the department will issue a notice of violation and open a case in our Regulation System to ensure appropriate action is taken. Failure to do so may result in the issuance of a civil violation notice or ticket requiring payment of a fine and correction of the violation.*
- *In cases where a permit has been superseded by a new permit, the requesting party must submit copies of the permit and plans relating to the old and new number. An inspection may be scheduled for further determination of the work performed. Once the department is satisfied that there is a duplicate, the permit will be canceled.*
- *If the permit is expired a fee of \$72.00 is required at time of cancellation request.*

WHERE TO DIRECT YOUR CANCELLATION REQUEST:

**Building Department**

11805 S.W. 26 Street, 2<sup>nd</sup> Floor  
Miami, Florida 33175-2474

Please place the request to the attention of the inspection Section Supervisor for the permit trade. *Example:* Building Inspection Supervisor.

REQUEST TO SURRENDER PERMITS WHERE THE CONTRACTOR/QUALIFIER IS NO LONGER GOING TO PERFORM WORK ON THE PROJECT:

A contractor who is no longer going to perform work on a project must send the department a letter advising of this fact and include a copy of the permit. The letter must include the permit number, job address and an explanation as to why the permit is being surrendered. In the case of the qualifying agent separating from the employ of the contractor, you must also provide a copy of the change of affiliation request submitted to the Miami-Dade County Construction Trade Qualifying Board or the Florida Construction Industry Licensing Board with a list of all active permits. A hold will be placed under the permit to prevent inspections until the owner has completed the hold harmless process to change the permit into the name of the new contractor. The permit holder and property owner will receive written notification with reference to the change of contractor requirements.

CANCELLATIONS WHEN THE OWNER WILL HIRE A NEW CONTRACTOR:

The owner of the property will need to submit a Dade County Hold Harmless Letter Form. The Hold Harmless Letter needs to be signed by the owner of the property and in cases where the change is for a subsidiary permit, then by the general contractor as well. The signatures must be notarized.

The Hold Harmless Letter and the application from the new contractor must be submitted to one of our Building Department offices. There will be a 10-day waiting period for the change of contractor to become effective. Please refer to the Building Department Fee Schedule for applicable fees.

*WHERE TO DIRECT YOUR REQUEST TO SURRENDER A PERMIT:*

**Building Department**

Permit Records Section

11805 S.W. 26 Street, 1<sup>st</sup> floor

Miami, Florida 33175-2474

***REMEMBER ALL REQUESTS MUST BE IN WRITING AND INCLUDE THE REQUIRED DOCUMENTATION.***

