



**NOTICE OF REQUIRED RECERTIFICATION  
OF 40 YEAR OLD BUILDING(S)**

Date

Owner Name  
Owner Care Of  
Owner Address  
Owner City, State, Zip Code

Re: Folio No.            \_\_\_-\_\_\_-\_\_\_-\_\_\_  
Case No.                FYear\_\_\_\_\_

Property Address:     \_\_\_\_\_, Bldg. No.: \_\_, Sq. Ft.: \_\_\_\_\_

Dear Property Owner:

The Miami-Dade County Department of Regulatory and Economic Resources has received notification from the Property Appraiser's Office that the building on the property located at \_\_\_\_\_, Bldg. No.: \_\_ is forty (40) years old or older.

Under Section 8-11(f) of the Miami-Dade County Code, the owner of a building which has been in existence for forty (40) years or longer is required to have the building inspected for the purpose of determining the general structural condition of the building and the general condition of its electrical systems. In accordance with Section 8-11(f), you must submit a written Recertification Report to the Building Official, prepared by a Florida registered professional engineer or architect\*, certifying each building or structure is structurally and electrically safe for the specified use for continued occupancy. Each page of the electrical and structural report must be signed and sealed by the engineer or architect. In addition, if there is more than one building on the property, please submit a site plan or copy of a survey showing the location of each building. The building which is the subject of the 40-Year Recertification report must be clearly identified on the site plan or survey submitted.

Enclosed is a copy of Section 8-11(f) of the Miami-Dade County Code. The Recommended Minimum Inspection Procedural Guidelines for Building Recertification to be utilized by your architect or engineer are available online at the following links: <http://www.miamidade.gov/permits/library/structural-recertification.pdf> and <http://www.miamidade.gov/permits/library/electrical-recertification.pdf>. The forms which are in PDF(Portable Document Format) can be filled out by your architect or engineer and then printed. If you prefer, you can obtain a hard copy of the forms by contacting our office at (786) 315-2374.

You are required to submit the completed Recertification Report within ninety (90) days from the date of this notice. Please mail the report with the required fee of (\$403.12), in a check made payable to Miami-Dade County, to:

**Miami-Dade County Building Official  
Miami-Dade County Department of Regulatory and Economic Resources  
Attention: Billing & Collection Unit Supervisor  
11805 S.W. 26th Street, Room 149  
Miami, Florida 33175-2474**

Please note that single family homes, duplexes and all other buildings with an occupant load of ten (10) or less **and** two thousand (2,000) square feet or less in area are exempt from recertification requirements. Non-residential farm buildings on farms are also exempt from recertification requirements. If the building which is the subject of this notice is exempt for any of the above reasons, the building is not forty (40) years old or older or the building has been demolished, please notify this office and submit any available documentation. If you are claiming an exemption for an existing building, please submit dated pictures showing the front and rear of the building.

Failure to submit the required Recertification Report will result in the issuance of a Civil Violation Notice or ticket without further notice to you and referral of this matter to the Unsafe Structures Unit for the initiation of condemnation proceedings. You may be liable for payment of a maximum fine of \$10,510.00; and, in addition, must pay all enforcement costs incurred by the department once unsafe structures enforcement proceedings are commenced. Further, upon issuance of an unsafe structures Notice of Violation, the building must be vacated and you may ultimately have to demolish the building.

Included with this package is a copy of Chapter 8C of the Code of Miami-Dade County relating to parking lot illumination and guardrails. In accordance with Sections 8C-2 and 8C-3, the minimum prescribed standards for parking lot illumination and guardrails contained in Sections 8C-3 and 8C-6 were made retroactive upon adoption. As part of your submission for the 40 Year Recertification, you are required to submit the enclosed documents certifying compliance with the parking lot illumination standards and guardrail requirements signed and sealed by your architect or professional engineer.

For further information, please contact the Billing and Collection Unit Supervisor at (786) 315-2517 or (786) 315-2374. Thank you for your cooperation in this matter.

Sincerely,

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Jaime D. Gascon, P.E.  
Building Official

40yrintranetsystem  
Enclosures

\* Both architects and engineers must have proven qualifications by training and experience in the specific technical field covered in the inspection report (structural or electrical) as per Section 8-11(f) of the Code of Miami-Dade County.

**CERTIFICATION OF COMPLIANCE WITH PARKING LOT ILLUMINATION  
STANDARDS IN CHAPTER 8C-3 OF THE CODE OF MIAMI-DADE COUNTY**

DATE: \_\_\_\_\_

Case No.    FYear \_\_\_\_\_

Property Address: \_\_\_\_\_, Bldg. No.: \_\_\_\_, Sq. Ft.: \_\_\_\_\_

Folio Number:    -\_-\_-\_-\_-\_-\_-\_-

Building Description: \_\_\_\_\_

1.    I am a Florida registered professional engineer or architect with an active license.
  
2.    On \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ AM/PM, I measured the level of illumination in the parking lot(s) serving the above referenced building.
  
3.    Maximum \_\_\_\_\_ foot candle  
      Minimum \_\_\_\_\_ foot candle  
      Maximum to Minimum Ratio \_\_\_\_\_:\_\_\_\_\_, foot candle
  
4.    The level of illumination provided in the parking lot  meets  does not meet the minimum standards for the occupancy classification of the building as established in Section 8C-3 of the Code of Miami-Dade County.

\_\_\_\_\_  
Signature and Seal of Professional  
Engineer or Architect

\_\_\_\_\_  
Print Name

**CERTIFICATION OF COMPLIANCE WITH PARKING LOT GUARDRAILS**  
**REQUIREMENTS**  
**IN CHAPTER 8C OF THE CODE OF MIAMI-DADE COUNTY**

DATE: \_\_\_\_\_

Re: Case No. \_\_\_\_\_ FYear \_\_\_\_\_  
Property Address: \_\_\_\_\_, Bldg. No.: \_\_, Sq. Ft.: \_\_\_\_\_  
Building Description: \_\_\_\_\_

I am a Florida registered professional engineer or architect with an active license. On \_\_\_\_\_, 20\_\_\_\_, I inspected the parking lots servicing the above referenced building for compliance with Section 8C-6 and determined the following (check only one):

- The parking lot(s) is not adjacent to or abutting a canal, lake or other body of water.
  
- The parking lot(s) is adjacent to or abutting a canal, lake or other body of water and parked vehicles are protected by a guardrail that complies with Section 8C-6 of the Miami-Dade County Code.
  
- The parking lot(s) is adjacent to or abutting a canal, lake or other body of water and parked vehicles **are not** protected by a guardrail that complies with Section 8C-6 of the Miami-Dade County Code. I have advised the property owner that he/she must obtain a permit for the installation of the guardrail and obtain all required inspection approvals to avoid enforcement action.

\_\_\_\_\_  
Signature and Seal  
of Architect or Engineer

\_\_\_\_\_  
(Print Name)