



DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
BOARD AND CODE ADMINISTRATION DIVISION
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MEMO

TO: ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY

**FROM: Secretary of the Board
Board of Rules and Appeals (BORA)** 

DATE: January 26, 2026

SUBJECT: Work without Permit (WWP) Guidelines for Architects and Engineers

At their regularly scheduled meeting of January 15, 2026, the Board of Rules and Appeals considered the guidelines for uniform County-wide guidelines for the legalization of work without permits as established by a focus group made up of building officials and unanimously endorsed them. The scope applies to work performed without the required inspections by the Building Official and excludes missed inspections for permitted work.

The requirements of the *WWP Guidelines for Architects and Engineers* exclude any repair of addition built without permits in which the work commenced prior to March 1, 2002.

A copy of these guidelines is attached.

If you have any questions on this matter, please contact Jaime D. Gascon, Board and Code Administration Division Director at (786) 315-2508, or Jeanne (Lundy) Clarke, Chief Code Officer at (786) 315-2057 (Office), (305) 299-6775 (Mobile) or via email at Jeanne.Clarke@miamidade.gov.



Work Without Permit (WWP) Guidelines for Architects and Engineers

1. Scope of Applicability

- a. These guidelines apply to both residential and commercial construction projects.
- b. They are limited to Work Without Permit (WWP) scenarios and do not apply to missed inspections on permitted work.
- c. The guidelines are County-wide and must be followed across all municipalities.

2. Project Eligibility

- a. Applicability based on project size and age is at the discretion of the Building Official.
- b. These guidelines may be applied to structures with existing code violations.

3. Inspection and Documentation Requirements

- a. Upon notification of a WWP condition and prior to permit issuance, a field inspection may be conducted by a County or municipal inspector to assess the scope of work at the discretion of the Building Official.
- b. The County or Municipal inspector may:
 - c. Approve the As-Built Certificate in the field to close the permit.
 - d. Determine if additional work or certification is required to comply with approved plans.

4. Professional Oversight

The Building Official cannot mandate the presence of County or municipal staff during inspections or testing conducted under the direction of a licensed design professional.

5. Documentation and Submittals

- a. All work performed without a permit must be fully documented, and the minimum required building permit documents must be submitted to the corresponding building department for approval.
- b. A Hold Harmless Agreement must be submitted by the property owner, indemnifying the municipality and Building Official.

- c. All trades involved must be addressed by submitting an affidavit confirming that the work meets the minimum inspection standards as outlined in the Florida Building Code (FBC).

6. As-Built Certification Requirements

- a. The applicant must submit a Work Without Permit Certificate as part of the WWP compliance process.
- b. The certificate must:
- c. Be prepared, signed, and sealed by a State of Florida licensed Professional Engineer or Registered Architect.
- d. Be based on a direct inspection of the work performed.
- e. Include a narrative description of the methodology used to verify compliance with current code.
- f. Include all deferred submittals or a list of deferred submittals to be submitted. The deferral must be approved by the Building Official.

7. Certification Statement

The Work Without Permit Certificate must affirm that, to the best of the professional's knowledge, belief, and professional judgment:

- The work conforms to the Work Without Permit Certificate Documents.
- The work complies with the current Florida Building Code.

Work Without Permit Certificate

Project Address: _____

Folio Number: _____

Owner Name: _____

Description of Work to be Legalized: _____

Name of Inspector if not Certifying Professional: _____

Certifying Professional Information:

Name: _____

License Number: _____

Discipline: Professional Engineer Registered Architect

Company Name: _____

Contact Information: _____

Certification Statement

I, the undersigned, a duly licensed Professional Engineer / Registered Architect in the State of Florida, hereby certify that:

I have personally inspected the work described above.

To the best of my knowledge, belief, and professional judgment, the work:

was performed in accordance with the Work Without Permit Documents;

meets the requirements of the current Florida Building Code;

and is safe for its intended use and occupancy.

