



Building Department



Permitting Informational Brochure

General Information

Phone Number
(305) 593-6700

Fax
(305) 470-6850

Inspection Request Line
(305) 593-6770

Website
www.cityofdoral.com

Hours of Operation

Office
8:00 a.m.— 4:30 p.m.

Permit Counter
8:00 a.m.— 2:00 p.m.

Walk-thru Processing
8:00 a.m.— 10:00 a.m.

Inspectors Available
8:00 a.m.— 9:00 a.m.

Inspection Request Line
8:00 a.m.— 3:30 p.m.

Inspections via Website
8:00 a.m.— midnight

Introduction

Welcome to the City of Doral Building Department! This brochure was designed with the owner-builder in mind. It serves as a guide to the permitting process from the time you first visit our department to the final inspection. The City of Doral Building Department is committed to continuously providing great customer service, and we hope that this brochure will provide you with the knowledge you will need to ensure that your experience with the permitting process is easy, fast and convenient.



Submitting for a Permit

The Building Department makes all of its forms and requirements for various permit types available via our website. If you are unsure whether or not a permit is required, you may contact us during our regular office hours. You may also sit down with one of our plan examiners during the Walk-thru Hours listed on the front page and ask them which documents will be required. Visit the permit counter once all the required paperwork is ready and please keep in mind that the permit counter closes at 2:00 p.m. You will be required to pay an up-front fee at the time of submittal. We offer several ways to process a permit, walk-thru or drop-off processing and applicants may participate in electronic plan reviews to speed up the permitting process. Specific information is available via our website.

Walk-thru Processing

This process offers minor permit processing while you wait. It was created for permits that require only minimal review. Plan examiners from each trade, if necessary, will review the permit application and plans, if any. The complexity of the permit should be minimal in order to allow for quick reviews by our plan examiners. Please keep in mind that there might be other customers participating in the walk-thru process at the same time; therefore, the overall waiting time will vary. Also, your permit might be denied if there is information missing. Please note our Walk-thru Hours listed on the front page.



A process number (i.e. DXXXX-XXXXX) will be issued once an application is submitted. The permit and plans will be reviewed by all the required trades (building, structural, plumbing, electrical, mechanical and zoning). This process may take several business days depending on the complexity of the reviews. You may monitor the status of the reviews online. We will contact you to pick-up the plans once they have been reviewed by all the necessary trades. If the plans were disapproved and have comments, you will have the opportunity to sit down with an examiner during Walk-thru Hours or request an appointment. You will need to make the required corrections and re-submit for a rework. This process will continue until the plans are approved. Once the plans are approved, we will issue a permit and you may commence work.



Commercial projects may require the Department of Environmental Resources Management's (DERM) approval. Please contact DERM at (305)372-6864 for more information. Commercial projects may also require Miami-Dade Fire Department approval. The Fire Department may be reached at (786) 331-4800. The plans must be approved by DERM and Fire when required, before the Building Department can issue a permit. We are now offering Fire/DERM concurrent reviews for participants that submit electronic plans. Please visit our website for more information.

Notice of Commencement

After permit issuance, a Notice of Commencement (NOC) may need to be filed with the Clerk of the Court for work over \$2,500. Contact the Miami-Dade County Recorder at (305) 275-1155 for more information.

Inspections

Inspections may be scheduled as needed once a permit has been issued. Scheduling inspections may be done through our Inspection Request Line, via our website or in person. We do not accept inspection requests via facsimile or live calls. You may request an inspection through our Inspection Request Line from 8:00 a.m. — 3:30 p.m. or via our website from 8:00 a.m. — midnight. Inspections are scheduled for the next business day. If you requested an inspection via our Inspection Request Line, you may verify if your inspection was scheduled via our website or by calling us between 4:00 p.m. — 4:30 p.m. Please be sure to leave a contact name, phone number, permit number, address, type of inspection and any special instructions for all inspection requests. It is especially important for gated communities and job sites that are difficult to locate to leave instructions on the best way to access the property. Inspection Results are also available online.

How do we access your gated community...

When requesting an inspection for your permit in a gated community, please inform us on the best way to access the job site. We will need the code if there is a call box or the name of the contact person. Please advise gate guards that you are expecting a City inspector and remember that all inspectors have marked City vehicles and uniforms.



Cancelling Inspections

You may cancel inspections up to the day of the inspection via our website until 8:00 a.m. or via live calls before the inspector arrives to the job site. Re-inspections fees are \$60 and may be incurred for not having the proper documents at the job site, having repeated denied inspections with the same comments, etc.

***The City of Doral Building Department
is a professional organization committed to
preserving the health, welfare and safety of its
residents, businesses and the general public
through effective and efficient code enforcement.***

