



City of Miami Gardens

Development Services
18605 NW 27th Avenue, City Hall, 1st Floor
Miami Gardens, FL 33056
305-622-8027 (Office) 305-626-4220 (Fax)
www.miamigardens-fl.gov

Executive Order 20-52, issued March 9, 2020, qualifies as a “natural emergency” pursuant to Florida law, which allows for the tolling of certain permits for the duration of the emergency declaration and for up to six months in addition to the tolled period (see s. 252.363, F.S.).

For the safety of our customers and staff, beginning Wednesday March 25, 2020, the Development Services lobby will be **closed to the public**. We will still be providing full services in the following modified manner:

BUILDING DEPARTMENT SUBMISSIONS: LARGE PLANS

A drop-off area will be designated in the vestibule of the West Entrance. All submittals must be accompanied by a Transmittal Sheet. Please allow one (1) business day to receive email receipt of submittal. All payments must be done online. For Pickups please call 305-622-8027. Consultations are available by phone or email. No in-person meetings will take place. **Questions?** Please contact 305-622-8027

IMPORTANT!!!

All information must be completely filled out and printed legibly

BUILDING DEPARTMENT SUBMISSIONS: SINGLE REVIEW DISCIPLINES

We are presently accepting permit applications for single review disciplines via email:

1. Building Windows/Doors;
2. Electrical Meter Panel Service;
3. Electrical Safety Check;
4. Mechanical A/C Change Out;
5. Plumbing Backflows;
6. Plumbing Gas Vents;
7. Plumbing Water Heater;
8. Plumbing Water Service Repair;
9. Roofing Commercial;
10. Roofing Residential;

SUB PERMITS:

YOU MUST SUPPLY THE MASTER BUILDING PERMIT NUMBER

11. Sub General Electrical Permit;
12. Sub General Mechanical Permit; and
13. Sub General Plumbing Permit;

(Permits that do not require additional plan review)

Please send your application to cmgonlinepermit@miamigardens-fl.gov with ALL attachments.

If you have additional questions about your permit, please contact a member of our permitting staff:

Kimberly Otis (305) 622-8000 ext. 2662 kotis@miamigardens-fl.gov Sr. Permit Clerk
Chris Sanchez (305) 622-8000 ext. 2651 csanchez@miamigardens-fl.gov Sr. Permit Clerk
Soykia Smith (305) 622-8000 ext. 2643 ssmith@miamigardens-fl.gov Permit Clerk
Teneil Lewin (305) 622-8000 ext. 2656 tlewin@miamigardens-fl.gov
Evelyn Sanchez (305) 622-8000 ext. 2640 esanchez@miamigardens-fl.gov
Destiny Jones (305)-622-8000 ext. 2658 djones@miamigardens-fl.gov Permit Clerk
Nikki Tonge (305)-622-8000 ext. 2627 ntonge@miamigardens-fl.gov Permit Clerk
Cheryl-Ann Grandison (305)-622-8000 ext. 2642 cgrandison@miamigardens-fl.gov Permit Clerk

PLANNING AND ZONING SUBMISSIONS

All submittals must be sent digitally to the appropriate planning staff. Where necessary, drop-off and pick up of plans will be by appointment only. All payments must be done online.

All services will be provided via telephone and email only.

For General Information, Zoning Inquiries or Zoning Verification Letters please contact Gwen McDuffie Zoning Administrator at gmcduffie@miamigardens-fl.gov or 305-622-8000 ext. 2672.

Permit Review Questions: Andy Joseph, Associate Planner ajoseph@miamigardens-fl.gov or Malcolm Moyse, Associate Planner mmoyse@miamigardens-fl.gov

Zoning Inspections: Armando Gallardo, Zoning Inspector agallardo@miamigardens-fl.gov

Site Plans/Special Action Requests: Alexandra Matos amatos@miamigardens-fl.gov

Public Hearings/Re-zonings: Nakeischea Smith nsmith@miamigardens-fl.gov

CODE ENFORCEMENT INQUIRIES

We are currently servicing ALL customers via telephone and email only. All payments must be mailed in as normal.

For assistance contact us at 305-622-8000 ext. 2623 or 2611 or via email at jwillis@miamigardens-fl.gov, yrolle@miamigardens-fl.gov, or jbispott@miamigardens-fl.gov For Business License inquiries contact jsoto@miamigardens-fl.gov