

FEES: RE-OCCUPANCY
 TOTAL: \$125 + 2.29% =
 \$127.86

BUILDING DEPARTMENT

Contact Information
 Phone: 305.795.7880
 Fax: 305.795.7884



Village of El Portal
 500 NE 87th Street
 El Portal, FL 33138

APPLICATION FOR CERTIFICATE OF RE-OCCUPANCY

Certificate of Re-Occupancy Administrative Policy:

The Village of El Portal Building Department work to ensure that the Florida Building Code, and the Village of El Portal Code of Ordinances is followed in all building, renovation, addition, repair, and construction related work done by property owners as well as the municipality within the Village of El Portal boundaries. Per Section 5-65 of the Village of El Portal Code of Ordinance, the Village's Building Department will issue Certificate of Re-Occupancy, which does not certify or warranty as to the condition of the dwelling or other structures of the premises. Upon receipt of the application and fee for Certificate of Re-Occupancy, a Village of El Portal inspector shall inspect the dwelling and if such dwelling conforms with the minimum standards set forth in Chapter 5 and 24 of the Village Code of Ordinances, a Certificate of Re-Occupancy shall be issued. If the dwelling is **NOT** in conformance with the minimum standards, the owner will be required to remedy thereof through the issuance of a Conditional Certificate of Re-Occupancy, and a Certificate of Re-Occupancy shall not be issued until such standards are complied with to the reasonable satisfaction of the Village of El Portal Building Department. **All unpermitted work is subject to penalties including double fees and fines.**

Application

Date: | | / | | / | | | | PROPERTY FOLIO: 18- | | | | - | | | | - | | | | |

Owner or Designated Agent's Name: _____

Owner's Mailing Address: _____ Phone: _____

Street Address of Property: _____

Legal Description: Subdivision _____ Block _____ Lot _____ Size _____

Name of Seller: _____

Name of Buyer: _____

The undersigned applicant does hereby certify that he understands he or his designated agent must arrange for inspectors to have access to building(s) within the next ten (10) days.

 Signature of Owner or Designated Agent

Property Zoned (Use of Dwelling): _____

Contact for Access: _____ Phone: _____

(Print the name of person to contact for access to building(s) and phone number)

INSPECTION

Date of Inspection: | | / | | / | | | | Number of Kitchens:

Number of Apartments/Rental Units:

IN CONFORMANCE

NOT IN CONFORMANCE

Dwelling is **in conformance** with minimum standards set forth in Chapters 5 and 24 of the Village Code; and a Certificate of Re-Occupancy shall be issued.

Dwelling is **NOT in conformance** with minimum standards set forth in Chapters 5 and 24 of the Village Code; and a Certificate of Re-Occupancy shall be issued.

Signature (Building Inspector) _____ Date _____

Signature (Building Inspector) _____ Date _____

Comments: _____