

# EXHIBIT “A”

## CITY OF MIAMI

### POLICY ON SUSPENSION OF CERTAIN PERMITTING AND INSPECTION SERVICES

Effective immediately, and consistent with the City of Miami's Emergency Declaration related to COVID-19, the city departments of Building, Planning, Zoning, Resilience and Public Works, and the Office of Code Compliance will be temporarily amending the permitting and inspection services as follows:

- The City of Miami permitting functions and inspection services offered at 444 SW 2<sup>nd</sup> Avenue, Miami, Florida 33130, or other offsite locations will be closed to the public, effective Tuesday, March 31, 2020.
- The relevant city departments will immediately suspend certain building code inspections and related services for all residential, condominium, office and commercial properties that are currently occupied, other than for emergencies. To allow for the continuation of construction consistent with the public health, safety and welfare, the City hereby adopts the emergency procedures which are attached as Statement of Inspection Report and Instructions.
- All city departments will immediately suspend all daily Legacy Plans Pick-up and Drop-off.
- All city departments will continue to review and process building permits, utility/right-of-way permits, and special permits digitally submitted for process through the Electronic Plans Review System: ePlan for building/Planning/Zoning processes, and iPW for utility and right-of-way work.
- All city departments will continue to provide remote consultations with Permit Applicants, Design Professionals and Plans Expeditors to discuss Plans Review and Inspection Comments. Contacts can be made at:  
Building: <https://www.miamigov.com/Government/Departments-Organizations/Building>  
Planning: [planning@miamigov.com](mailto:planning@miamigov.com)  
Zoning: [miamizoning@miamigov.com](mailto:miamizoning@miamigov.com)  
Resilience and Public Works: [InternetPublicWorks@miamigov.com](mailto:InternetPublicWorks@miamigov.com)  
Code Compliance: [CodeCompliance@MiamiGov.com](mailto:CodeCompliance@MiamiGov.com)
- All city departments will continue to process Microfilm requests submitted electronically through [BuildingRecords@miamigov.com](mailto:BuildingRecords@miamigov.com). Customers will be provided via email an Invoice / Transaction ID #, and upon payment, the microfilm records will be released via email.
- The Planning department's Environmental Resources Division will discontinue Site Inspections until further notice. In lieu of City staff verifying site conditions, a licensed Landscape Architect and/or Certified Arborist will be required to provide an Affidavit verifying that tree protection measures and permit conditions have been complied with. The individual providing the statement must perform and record all inspections for the permit number and provide the completed report via email to: [EnvironmentalRES@miamigov.com](mailto:EnvironmentalRES@miamigov.com)
- The City will continue to process Permit Counter requests submitted electronically through [ePlanBuilding@miamigov.com](mailto:ePlanBuilding@miamigov.com). Customers will be contacted by city staff to complete their transaction. The following services will be conducted via email:
  - ePlan Revision Requests
  - ePlan Complete Revisions

- ePlan Phase Permit Requests
  - New Contractor Registration
  - Change of Contractor
  - Add/Update Contractor and Subcontractor
  - Change of Architect / Engineer
  - Plan Reactivation Request
  - Completion Permit Request - (Expired Permits)
  - Fee Credit Request
  - City Project Fee Waiver
- Extensions for Entitlements: To request an extension for an entitlement, provide a Letter of Intent (LOI) to [eplanpz@miamigov.com](mailto:eplanpz@miamigov.com).
  - Please e-mail [miamizoning@miamigov.com](mailto:miamizoning@miamigov.com) to process all Alcohol and Tobacco applications, and Unities of Title and Covenants, or to process and issue new addresses.
  - The Business Tax Receipt and Certificate of Use processes are hereby suspended including intakes and inspections. For questions please email: [CodeCompliance@MiamiGov.com](mailto:CodeCompliance@MiamiGov.com) and [miamizoning@miamigov.com](mailto:miamizoning@miamigov.com)
  - The city will continue to allow Design Professionals that do not possess a Digital Signature to Scan and Upload their paper signed and sealed documents into the Electronic Plan Review System (ePlan). During this period, Design Professionals that fall under this temporary exception shall be required to maintain the original documents for future auditing purposes. **The City encourages all Design Professionals to obtain a Digital Signature Certificate.** Below is the approved list of Digital Signature Providers:
    - IdenTrust (<https://www.identrust.com/partners/city-miami>)
    - GlobalSign (<https://www.globalsign.com/en/lp/miami-digital-signatures/>)
    - DigiCert : <https://www.digicert.com/secure-document-signing/>
    - Entrust : <https://www.entrustdatacard.com/products/digital-signing-certificates/document-signing>
    - Carillion Information Security (available only on smartcard hardware) : <https://www.carillon.ca/products/Carillon-PIV-I.pdf>
    - NextgenID (available only on smartcard hardware) : <https://www.nextgenid.com/ngid-trust-platform/>
    - Fortior Solutions : <https://www.fortiorsolutions.com/products/rapidgate-premier/> and <https://www.fortiorsolutions.com/products/rapid-rcx/>
    - WidePoint: <https://www.widepoint.com/cybersecurity-solutions/digital-certificates-and-credentials/>
  - For instruments and documents such as covenants, subdivision improvement agreements, and Hold Harmless Agreements, contact: [aguzman@miamigov.com](mailto:aguzman@miamigov.com). For right-of-way deeds of dedication and plats, please contact [Epousada@miamigov.com](mailto:Epousada@miamigov.com).
  - Final Plat and Tentative plat submittal: The Survey Section office will accept a scan copy with original signature and the raised seal shaded with a black pencil, delivered by email from the surveyor of record, with a statement that the attached electronic copy of the tentative plat is a scan of the original signed and seal hard copy of the tentative plat. For the purpose of reviewing the tentative plat for compliance with the conditions of the tentative plat approval by the Plat and Street Committee, please contact [Epousada@miamigov.com](mailto:Epousada@miamigov.com).



## **PROCEDURES FOR INSPECTIONS DURING COVID-19 EMERGENCY PERIOD**

These are the procedures for Building Code, Miami City Code, Miami 21 and related inspections to be used during the suspension of inspection services due to the COVID-19 Emergency Period (the "COVID-19 Emergency"). This suspension of inspection services is effective immediately and shall be in effect until further notice.

### **This notice does not set forth procedures for Fire Code inspections.**

1. Inspections may be performed by a State of Florida licensed and registered architect, landscape architect, or engineer who has no financial interest in the construction. Inspections by TAS301 accredited laboratories are also acceptable provided they are signed and sealed by the qualified independent professional. This procedure does not supersede or otherwise limit other inspection procedures currently allotted to threshold and special inspectors.
  2. Final inspections shall be performed by city departments once inspection services resume.
  3. Compliance with the provisions for inspections shall be presumed to satisfy Florida Building Code, City Code, Miami 21 and other applicable regulatory requirements for the performance of building and related inspections. The City encourages the use of photographs or other documentation that supports the inspection result and can be attached to the report.
  4. Inspections must be reported on applicable forms including the respective department's STATEMENT OF INSPECTION REPORT- COVID-19. A Report must be completed for each permit. The individual providing the statement must perform and record all inspections for the permit number and provide the completed report to the city via the email addresses below for the respective trade Chief or to the city inspector at the next scheduled inspection.
    - a. Building and Roofing - [LTorresIII@miamigov.com](mailto:LTorresIII@miamigov.com) or [MLemus@miamigov.com](mailto:MLemus@miamigov.com)
    - b. Electrical - [RWay@miamigov.com](mailto:RWay@miamigov.com) or [ECanales@miamigov.com](mailto:ECanales@miamigov.com)
    - c. Mechanical - [PHernandez@miamigov.com](mailto:PHernandez@miamigov.com) or [RobeMartinez@miamigov.com](mailto:RobeMartinez@miamigov.com)
    - d. Plumbing - [jsuarez@miamigov.com](mailto:jsuarez@miamigov.com) or [kvaldes@miamigov.com](mailto:kvaldes@miamigov.com)
    - e. Planning: [planning@miamigov.com](mailto:planning@miamigov.com)
    - f. Zoning: [CodeCompliance@MiamiGov.com](mailto:CodeCompliance@MiamiGov.com)
    - g. Resilience and Public Works:
      - General: [InternetPublicWorks@miamigov.com](mailto:InternetPublicWorks@miamigov.com)
      - Utility Work: [Fdubuisson@miamigov.com](mailto:Fdubuisson@miamigov.com) or [Mmachin@miamigov.com](mailto:Mmachin@miamigov.com)
      - Right-of-Ways: [Abachtiar@miamigov.com](mailto:Abachtiar@miamigov.com) or [JBorrego@miamigov.com](mailto:JBorrego@miamigov.com)
      - NPDES – [Eestevez@miamigov.com](mailto:Eestevez@miamigov.com) or [Palvarado@miamigov.com](mailto:Palvarado@miamigov.com)
    - h. Code Compliance: [CodeCompliance@MiamiGov.com](mailto:CodeCompliance@MiamiGov.com)
- The city departments reserve the right to re-inspect projects after the COVID-19 Emergency Period and to require correction of any work not completed according to standards and applicable requirements.

