

City of Hialeah



Carlos Hernandez

Mayor

Isis Garcia-Martinez

Council President

Luis Gonzalez

Council Vice President

Council Members

Jose F. Caragol

Vivian Casals-Munoz

Katherine E. Cue-Fuente

Paul B. Hernandez

Lourdes Lozano

Keeping Builders Updated...



City of Hialeah

From the Building Officials Office...

To Builders, Contractors, and Developers



Our Commitment...

Our goal is to provide valuable information to you concerning the permit and inspections process within the City of Hialeah. This brochure will also inform you of code issues and changes.

From the Desk of the Building Official:

As the enforcement and regulatory agency of Building Code issues within the City, the Community Development department would like to remind all General Contractors, Architects and Engineers that they are responsible for conforming to the "Fair Housing Act" when working on multifamily projects. In addition, please remember to take into account all accessibility and landscaping codes when designing a project. Failure to do so often causes delays in the permitting and inspection process.

The City of Hialeah Department of Community Development is dedicated in providing efficient, effective and courteous service. The department, which reviews applications for building permits, issues building permits, and which performs inspections in order to assure conformance within building codes, regulates and enforces such codes within the City of Hialeah.

Richard Rubi





Building Official



300 Elderly Units ↑ April 2006/ September 2008 ↓



Building Headlines...

-  The Florida Building Code became effective March 15, 2012.
-  City of Hialeah has new permit applications and now uses fee sheets for Plumbing, Electrical, Mechanical and Roofing Trades. They are available on-line
-  Look to Miami-Dade County Code Chapter 8 for local amendments to the Florida Building Code.
-  All Contractors, Architects, and Engineers certified by the State need to complete a 12-hour of continued education prior to license renewal, as mandated by Dept. of Community Affairs.

...Are you Registered as a Contractor with the City?

To become registered with the City you will need to provide some basic information on your first permit activity. Things you will need are a copy of your liability insurance and worker's comp issued to the City of Hialeah, your competency license, and an index card signed by the qualifier. For additional information contact Mercy Romo at 305-883-5963.

Once you have been registered make sure to keep us updated with your most current effective dates on insurance and worker's comp. This will help expedite your insurance verification and issuance of your future permits.

State Registration is required for those County licensed contractors with equivalent State license categories.



City Of Hialeah Building Department

Contractor's Quarters

...This section will provide information on code issues that present challenges to the trade. It will be a place that we'll provide tips and information on current events.

Building Contractor's Quarters

The **Current Code Enforced** is the 2008 National Electrical Code (NEC). In areas where the Florida Building Code is more stringent, such as emergency lighting requirements, the Florida Building Code prevails.

The 2008 NEC expands the **Arc Fault Circuit Interruption (AFCI)** requirements to include all branch circuits in a residence except kitchens, bathrooms, garages, and outdoors.

Tamper resistant receptacles are now required for all receptacle outlets in residences that are required by the code.

Weather resistant receptacles must now be installed in all outdoor locations regardless of occupancy. For final electrical inspections, electrical power must be provided for the testing of lights and receptacles and for the verification of the operability of smoke and carbon monoxide alarms, and GFCI and AFCI protection.

All residences and sleeping areas of hotels or motels and similar facilities are required to have carbon monoxide alarms installed. Please consult the electrical section for information regarding the specific requirements.

Electrical Contractor's Quarters

The **Current Code Enforced** is the 2008 National Electric Code (NEC). There are some minor variations in the Florida Building Code that are more stringent than NEC.

Remember that the 2008 NEC expands the **Arc Fault Circuit Interruption (AFCI)** requirements to all branch circuits serving outlets in a residential bedroom. This now includes light outlets and smoke detector outlets.

For final electrical inspections, some form of **temporary power** is required to perform a live circuit test on electrical outlets, **Ground Fault Circuit Interruption (GFCI)**, **Arc Fault Circuit Interruption (AFCI)**, and **Smoke Detector** intercon-

nection. When the final is completed, the temporary power is to be disconnected, unless a Temp for Test application and inspection has been completed.

Mechanical Contractor's Quarters

Replace A/C Systems to comply with 2010 Florida Energy Code 101.4.7 for matched A/C equipment, duct sealing 101.4.7.1.1 and A/C equipment sizing calculations 101.4.7.1.2. Bathrooms require **exhaust fan or 3-sq. ft.** of open space when the window is fully opened. A/C systems require **return duct system** from all rooms with doors. Rooftop mounted equipment and supports to comply with Florida Mechanical Code 301.12 and Florida Building Code Section 1522.

Plumbing Contractor's Quarters

The capacity of employees for the minimum number of **plumbing fixtures** in commercial has increased from 9 persons to 15 persons.

There are many changes in the **drainage system**. The number of fixtures that can discharge into pipes of 1.5 to 8 inch diameter have increased making it more economical for owners and contractors. Look in *Florida Building Code, Plumbing (FBC,P)* Section 606.1 for changes in the **Water Piping System**. Requirements for **full-open valves** have changed see (FBC,P) Section 606.1. **Water hammers** are required in all quick closing valves see (FBC,P) Section 604.9.

Changes in the **vent system** have allowed pipes sizes to be 1/2 the size of the respective drainage pipes see (FBC,P) Section 909.1.

Sizing formula for **grease interceptors** have been modified see FBC Plumbing Chapter 10.

Roofer's Quarters

Shingles must be installed according to the manufactures layout pattern as specified in the Notice of Acceptance, no manufacture's letters are being issued or accepted.

As of June 1, 2002 the **old appendix 'E'** will no longer be accepted on Florida Building Code permits. Roofers should always try to contact the inspector the morning of the inspection and try to **coordinate a time**, especially for built-up roofs.

As of July 1, 2003, **Tile Uplift Test for Foam** installation is again required.

Design Professional's Quarters

Revisions to plans should always be clouded and properly marked in the title block. This is a great help to the plan processors and makes the plans quicker to process.

Architects please be aware of the handicap accessibility requirements for multi-family units that are covered under the **Fair Housing Act**. To help design professionals with **violations** the Department has put together guidelines called "**Instructions to Design Professionals Processing Violations**" available at the Application Counter and can be faxed to your office upon request.

Owner-Builder's Quarters

To help give order to homeowners legalizing violations the Department has put together a guideline called "**Instructions to Customers Processing Violations**" available at the Application Counter in English and Spanish.

Homeowners can qualify for a shingle **re-roof permit** if they take and passed a written technical exam. The test is based on current codes and available only in English.

Quarters' Tips...

Don't let your **permit expire**. Every time you obtain an **approved** inspection your permit automatically extends for an additional 6 months. If you don't get an approved inspection you can apply for a single 180-day extension, but you must do so before the permit expires. If your permit expires you must renew your permit and re-process your plans.

Applicants submitting permit application should be aware that **signatures must be notarized** when a person does not sign in the presence of our clerk. For **contractors** applying remember to have the owner's notarized signature on the permit application.

Violations are on the rise. Our Code Compliance Department is actively seeking and receiving referrals for building violations and efficiencies.

The new **Re-Occupancy Ordinance** that became effective May 1, 2002 has created demand for property searches. Owners and buyers are requesting microfilm information about their properties. The new ordinance requires an inspection of your single family, duplex, or townhouse for existing or potential efficiencies only.

Department Personnel Contact List

Office of the Building Official

Richard Rubi, Building Official 305) 883-5830
Margarita De Las Salas, Secretary 883-5831

Building Plans Processors/Inspectors

Rey Regalado Chief Building Inspector 883-5838
Evelio Mantilla 883-8086
Ulises Fernandez 520-4664

Electrical Plans Pricessors/ Inspectors

John T. Hall, Chief Electrical Inspector 883-8085
Mike MAlone 883-8081
Gregorio Nunez 883-8046

Mechanical /Processor Inspectors

David Deso, Chief Mechanical Inspector 883-8087

Plumbing Processor/Inspectors

Jose Urrelly, Chief Plumbing Inspector 883-8088

Flood Plain Management

Olga Garcia 883-8075

Building Permit Coordinator

Krystle Brackett 883-8027

Application Counter Clerks

Sandra Matias, Inspection Request 883-5825
Martha Perez 520-4663
Linda Hurtado, C.O.'s 520-4616

Plans Processing Counter Clerks

Mercy Romo 883-6967
Carmen Roldan 883-5963

40 Year Recertification/Unsafe Structures

Georgina Orta 883-8079

Microfilm and Records

Lia Garcia 883-5812
Magaly Lugo 883-5806

Building Department Hours:

Office Hours (Mon. - Fri.) 8:00 am - 4:00 pm
Inspections Request 8:00 am - 3:00 pm
Drop-off 8:00 am - 10:00 am
Inspectors available 8:00 am - 9:00 am

Chiefs/Processors by Appointment Only.