

**EXHIBIT A**  
**Standard Operating Procedures (SOP's)**

# MIAMI BEACH

## Policies and Procedures

### Unsafe Structures

#### POLICY

The Violation's Section, Unsafe Structures division, issues Notice of Violations and Stop Work Orders to bring properties into compliance with the Florida Building Code.

#### PROCEDURE

##### Unsafe Structure Violation

1. A Red Tag Warning is posted at the site to identify Unsafe Building conditions on the property and the City of Miami Beach Police Department is notified.
2. The Red Tag Warning is also mailed certified with a return receipt to the registered owner and is given ten (10) Calendar days to contact the Violations' Section of the Building Department.
3. If the registered owner of the property fails to contact the Violations' Section, an Unsafe Structure Violation is issued, and the City Attorney's office is notified to gather information on all interested parties for the property.
4. Once the list containing the names and addresses of the interested parties of the property is received, a certified letter containing the following information is mailed with a return receipt to the registered owner along with the interested parties of the property:
  - a. Violation number.
  - b. Description of the violation.
  - c. A "10 days to secure the property" notice.
5. Registered owner/interested parties must apply for a permit to repair or demolish within thirty (30) days from the date the violation was issued.
6. If the registered owner/interested parties fail to respond within the allotted time, a "Notice of Violation" is recorded electronically with the Miami Dade County Clerk of Courts.
7. After the notice is recorded, the following occurs simultaneously:
  - a. A letter announcing the Failure to comply with the Unsafe Structures violation, and a notification that a hearing will be scheduled along with a notice to appear before the Unsafe Structures Panel is mailed,

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- with a return receipt, to the registered owner along with the interested parties of the property.
- b. Notice of the hearing will be published in the **Legal Notices'** section of the **Daily Business Review** for two (2) selected days and for (2) two weeks consecutively.
  - c. A fine is assessed on the property.
8. Unsafe Structures Panel hearing is scheduled at the next available date.
  9. To withdraw the case from the hearing, the registered owner or interested parties must proceed with one of the following requisites:
    - a. Obtain all required permits within thirty (30) days from the Violation Compliance date.
    - b. Submit a Compliance Agreement to the Building Department (Compliance Agreement may be downloaded from this [link](#) or be requested at the permit counter of the Building Department)
    - c. Request an extension of the hearing date in writing to the Building Official. Request must be submitted within thirty (30) days from the Violation Compliance date.
  10. If the registered owner/interested parties opt to extend the hearing date, required permits must be obtained prior to the rescheduled hearing date.
  11. Case is heard before Unsafe Structures Panel and a ruling is made.
  12. If the registered owner or interested parties submit a Compliance Agreement, but fail to comply with the agreement, the Building Official shall proceed with the demolition of the structure without further notice.
  13. Fees associated with the demolition will be added to the total fine and an additional lien to recover the associated costs is recorded.

PREPARED BY: Building Department

APPROVED BY: 

Building Official/Director

DATE: 11/15/18

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