



BUILDING DEPARTMENT EXPEDITED PROCESSING AGREEMENT

The Building Department offers expedited review services for exigent circumstances. Please read the following terms and conditions and review the fees before signing below.

1. There must be a justifiable reason for requesting an expedited permit process. **The applicant must present factual evidence of hardship.** It must be requested in writing and approved by the Building Official or designee. At no time will the department solicit the expedited option as the only means of plans review.
2. Prior to submitting permit application and plans, a letter requesting this service along with documentation demonstrating hardship must be submitted to the Building Official.
3. Consideration must be given to the existing volume of expedited applications proceeding through the Building Department at time of request. If we cannot immediately accommodate your request, applicant may choose to submit plans via “drop-off” process or request will be fulfilled as soon as time allotment is available. At no time, can a plan become an “Expedite” after the first round work has already commenced.
4. The expedited fee is a surcharge for the service and it is in addition to all other permit fees.
5. The expedited fee is paid up-front and is **NON-REFUNDABLE.**
6. Expedited services do not apply to violations or work without permit.
7. Expedited services are not processed as such by the Public Works or Planning and Zoning Departments. **This agreement is strictly a delivery promise solely by the Building Department.**
8. The initial round of reviews under expedited services will be completed within 10 business days for all residential*, commercial alterations, and new construction (See item #10 below). Turnaround times for projects outside these parameters must be requested and are subject to workload and reviewer availability. The day of application submittal or rework return is not counted nor is review time by outside departments (See #7.)
9. Plans must complete the first round of processing before being withdrawn or interrupted by the applicant. If the applicant withdraws or interrupts the process during the initial round of processing, the application loses the expedited status and the fee must be re-paid.
10. The minimum fee for expedited service is \$500 for residential* and \$1,100 for all others for each application up to 3-stories in height. Fee for projects over 3-stories consist of the minimum fee plus \$65.00/Hour. These fees cover the initial round of reviews only, reworks are separately charged at \$65.00/hour. The expedited processing must include initial and all rework rounds and cannot be requested selectively. (*Residential is for one- or two-family projects only.)

11. Projects must be accompanied by a CD containing the electronic version, in PDF format, of the hardcopy plans. An affidavit of Identical Documents must be executed and included.
12. Projects will be allowed to return for expedited service on 2nd round, however if the project is not approved then a **MANDATORY DESIGN PROFESSIONAL MEETING** will be required prior to 3rd round submittal. Please request online at <https://www.cityofdoral.com/311/> or via email to carlos.diaz@cityofdoral.com.
13. In addition, a NARRATIVE for all trades is REQUIRED for any rework submittal. The Department endeavors to approve plans no later than the 2nd round. The cooperation of the applicant, owner, and design professionals are key to this process and the Department is unable to control circumstances outside of our jurisdiction.
14. *Please note: reworks and new sheets will need to be reviewed by FIRE if previous sheets have already been stamped or seen by FIRE prior to this review and PRIOR to closing out your process with MDRF. Applicant should not CLOSE OUT County review process until applicant has addressed comments from all jurisdictions.*
15. *The requirement for all sheets previously reviewed by Fire be resubmitted for their review if they are altered or revised in any way, is an MDRF process requirement and not that of the City of Doral. Upon final inspection by Miami-Dade County Fire Rescue if all sheets related to the work, reviewed by Fire, are not stamped or acknowledged by Fire, then they can and will reject the inspection and delay your closeout process.*

*One and Two Family Residential Only

By signing, I acknowledge I have read and understood the above guidelines and agree to the conditions.

Applicant Name	Signature	Date	Process Number

OFFICE USE ONLY

Initial Submittal		2 nd Round Submittal	
	Signed Expedite Agreement		Narrative (All trades)
	CD/Virtual Plans & Agreement		Design Professional Meeting (Date:)
	Applicant Hardship Letter		

Department Review / Quality Control			
Date	Initials	Area (Proc In / Assigned/ Proc Out)	Comments