

Building Recertification Guidelines for uploading documents in the Plans Tracking Application

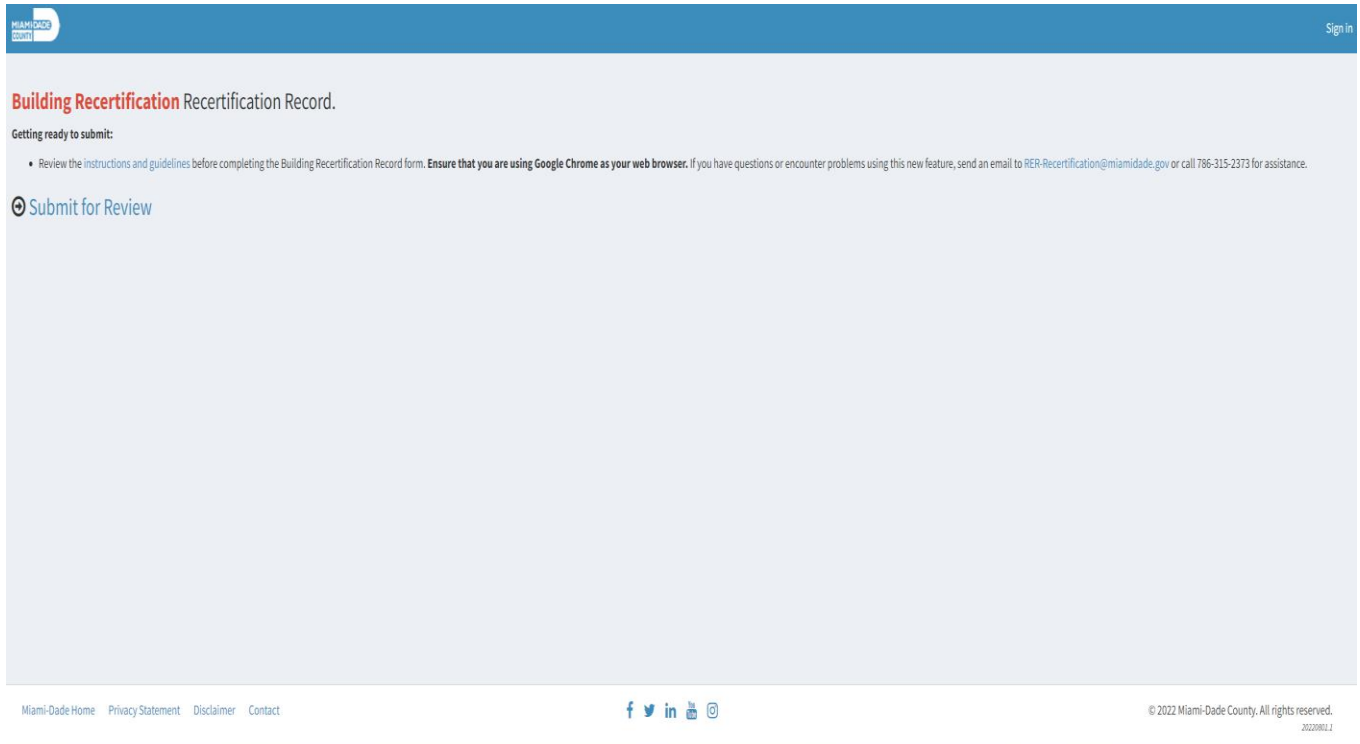
Submit Building Recertification Record Submission

Use this feature for Miami-Dade County Building Recertification Record Submission for buildings that are 25 years or older. Use the application to submit the following:

- Building Recertification Reports

To access the application use this link

<https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/FYUpload/Landing>



Getting ready to submit

Please, review these instructions and guidelines before completing the Building Recertification Submission form. If you have questions or encounter problems using this new feature, send an email to RER-Recertification@miamidade.gov

General Instructions and Guidelines

Forms are available [here](#).

General Instructions and Guidelines

Please review these instructions and guidelines before completing the Building Recertification Submission form. **Ensure that you are using Google Chrome as your web browser.** If you have questions or encounter problems using this new feature, send an email to RER-Recertification@miamidade.gov

Important Note:

The Structural and Electrical Recertification Reports will only be accepted using the Miami-Dade County provided PDF fillable forms. Proprietary report forms will not be accepted. Provide separate recertification reports and uploads for each building. Recertification reports or uploads combining multiple buildings will not be accepted.

Preparing Your Upload Files

1. Recertification Report documentation must follow these guidelines:
 - a. Recertification reports for structural and electrical must be submitted as separate files. Each file must be in a single PDF file format.
 - b. Each single file report must be digitally signed by a Florida registered professional engineer or architect using a verifiable digital signature certificate. For more information about signing digitally, please see [Digitally Signing and Sealing Documents](#) at this link.
 - c. PDF files shall have only one layer (flattened) without any embedded objects.
 - d. PDF files shall not be encrypted, or password protected.
 - e. Adobe Portfolio PDF types are not accepted.

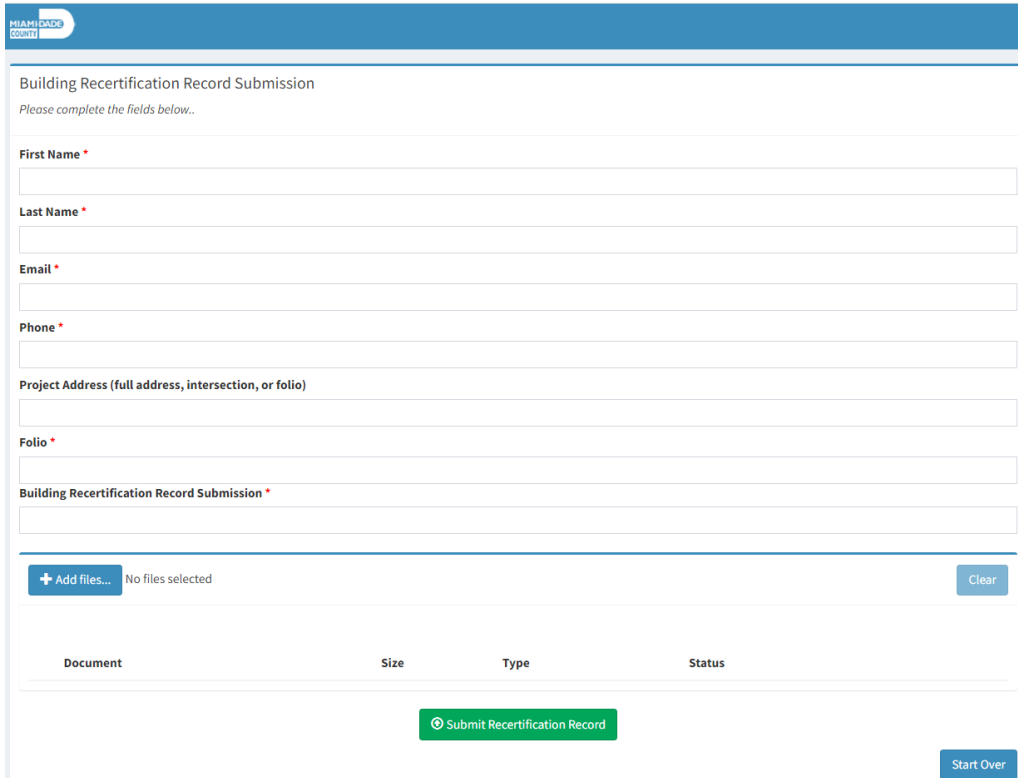
2. File naming and size limit
 - a. The file name shall not contain:
 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis “()”; double periods “..”; question marks “?”; etc.
 - b. The total upload for each recertification report should not exceed **4 GB**
 - c. Completed recertification report must be submitted with the following naming convention for review and processing:
 - i. Cover Letter (recommendation from Architect/Engineer preparing respective report) named: “*Cover Letter*”
 - ii. Building Structural Recertification report named: “*Structural Report*”
 - iii. Building Electrical Recertification report named: “*Electrical Report*”
 1. Infrared Thermography Report may follow page 9 of the Electrical Report or may be submitted separately as “Thermography Report”.
 - iv. Certification of Compliance with Parking Lot Illumination named: “*Parking Illumination*”
 - v. Certification of Compliance with Parking Guardrails named: “*Guardrails*”
 - vi. In addition, if there is more than one building on the property, a site plan or copy of a survey showing the location of each building must be submitted. The building that is the subject of the Building Recertification report must be clearly identified on the site plan or survey submitted. Name this file: “*Site Plan*”
 - vii. Photos required by reports to be uploaded separately as:
 - a. Example: “Structural Photos”
 - b. Example: “Electrical Photos”

Completing the Building Recertification Submission form and uploading documents

1. Complete the Building Recertification Submission form. Please ensure that a valid phone number and email address are provided.
2. Choose files from your local computer for upload.
3. Ensure you have selected all the files you intend to upload in this recertification submission. To select multiple files from your source directory, hold the Ctrl key on your keyboard while clicking each of the files you want to select.
4. Select the Submit button and wait for the upload to be completed. (Note: the speed of the upload depends on your internet connection, network traffic, and file size.)
5. Once the upload is complete, you will receive a confirmation number along with an email confirmation.
6. Recertification report will not be reviewed if payment is not processed at time of submission. To make payment of \$403.12 please visit <https://wwwx.miamidade.gov/Apps/RER/ePayment> and enter your case number commencing with “FYear”, like “F2022.”

Application Submission Form and Uploading Documents

1. Complete the recertification record submission form. Please ensure that a valid **phone number** and **email address** are provided. A Representative will contact you regarding your submission.



MIAMI DADE COUNTY

Building Recertification Record Submission
Please complete the fields below..

First Name *

Last Name *

Email *

Phone *

Project Address (full address, intersection, or folio)

Folio *

Building Recertification Record Submission *

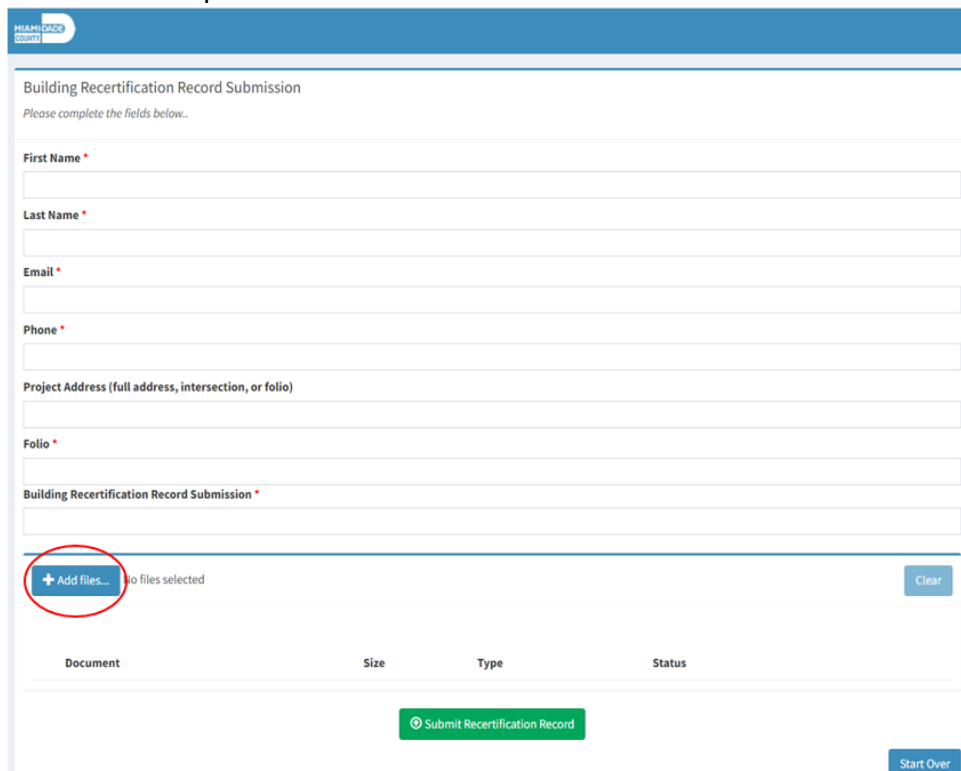
+ Add files... No files selected Clear

Document	Size	Type	Status
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Submit Recertification Record

Start Over

2. Choose files for upload.



MIAMI DADE COUNTY

Building Recertification Record Submission
Please complete the fields below..

First Name *

Last Name *

Email *

Phone *

Project Address (full address, intersection, or folio)

Folio *

Building Recertification Record Submission *

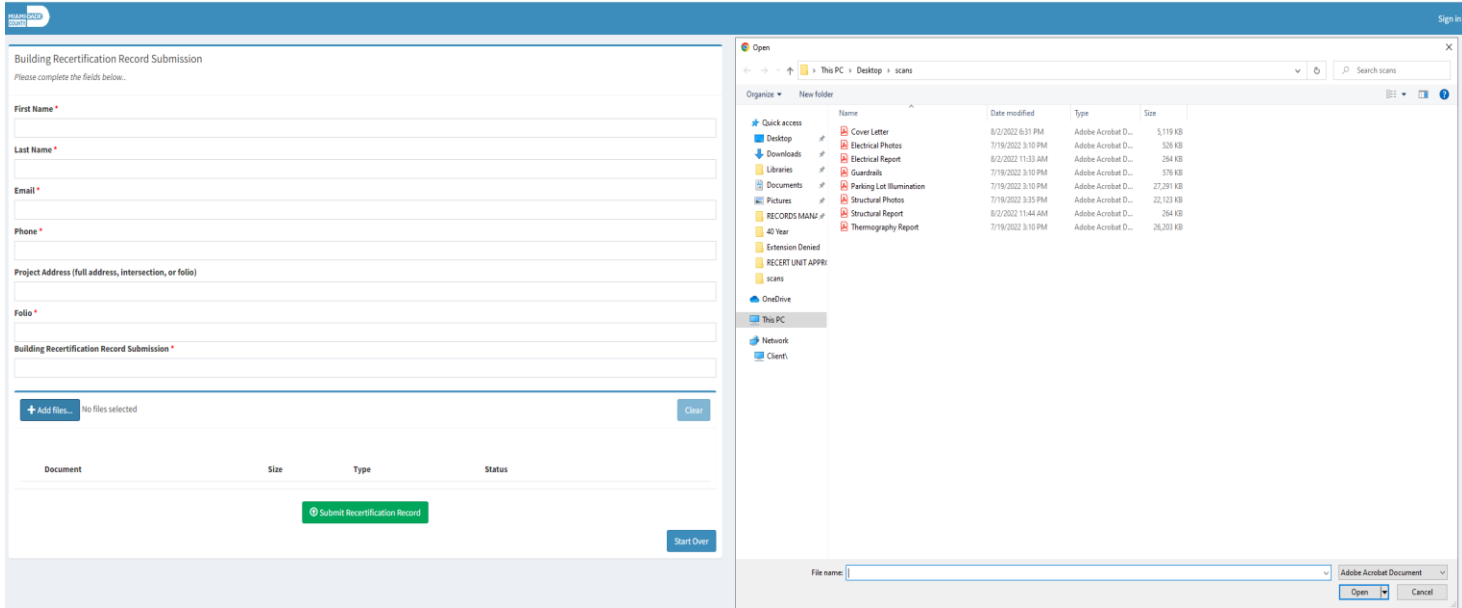
+ Add files... No files selected Clear

Document	Size	Type	Status
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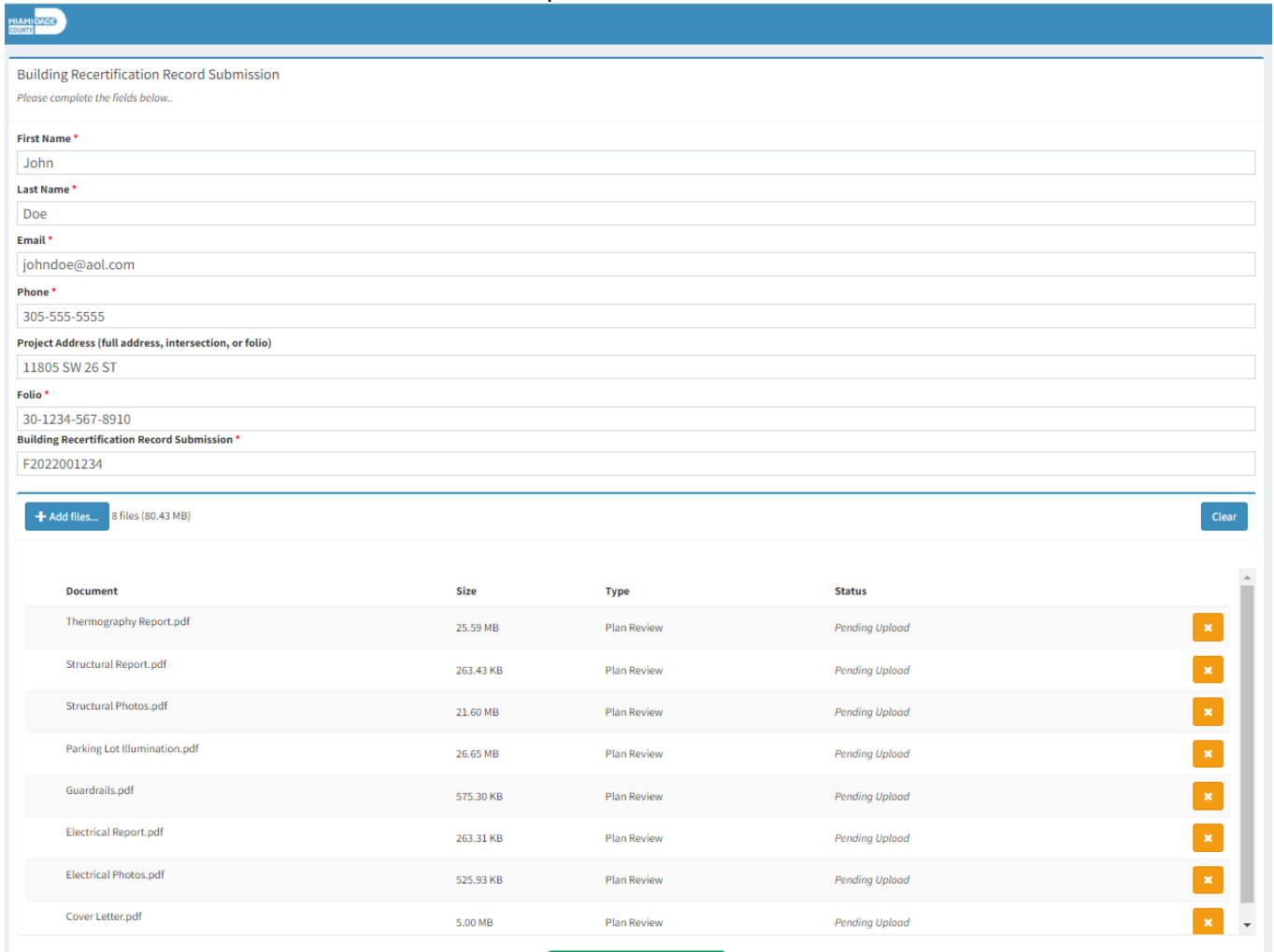
Submit Recertification Record

Start Over

- Ensure you have selected all the files you intend to load in this recertification record submission. To select multiple files that are not grouped together, hold the **Ctrl** key while clicking each of the files you want to select. Select **Open**, to attach the files.



Confirm all the files selected show on the bottom portion.



4. Select the Submit button and wait for the upload to be completed. (Note: the speed of the upload depends on your internet connection, network traffic, and file size.)

Building Recertification Record Submission
Please complete the fields below...

First Name *
John

Last Name *
Doe

Email *
johndoe@aol.com

Phone *
305-555-5555

Project Address (full address, intersection, or folio)
11805 SW 26 ST

Folio *
30-1234-567-8910

Building Recertification Record Submission *
F2022001234

+ Add Files... 8 files (80.43 MB) Clear

Document	Size	Type	Status
Thermography Report.pdf	25.59 MB	Plan Review	Pending Upload
Structural Report.pdf	263.43 KB	Plan Review	Pending Upload
Structural Photos.pdf	21.60 MB	Plan Review	Pending Upload
Parking Lot Illumination.pdf	26.65 MB	Plan Review	Pending Upload
Guardrails.pdf	575.30 KB	Plan Review	Pending Upload
Electrical Report.pdf	263.31 KB	Plan Review	Pending Upload
Electrical Photos.pdf	525.93 KB	Plan Review	Pending Upload
Cover Letter.pdf	5.00 MB		Pending Upload

Submit Recertification Record

Start Over

5. Once the recertification record is submitted, you will receive a **confirmation number** along with an email confirmation.

Your Building Recertification Record submission and attached files were uploaded successfully.

Confirmation Number: **UP22095894**

Please save this confirmation for your records. If you have any questions or concerns, please email RER-Recertification@miamidade.gov.

[New request](#) [Return Home](#)

From: Enterprise Permitting System <no-reply@miamidade.gov>
Sent: Thursday, August 4, 2022 10:01 AM
To: (RER) RER Recertification <RER-Recertification@miamidade.gov>
Subject: Building Recertification submission submitted: UP22095894

A Building Recertification was successfully uploaded for:

First Name: John
Last Name: Doe
Email: johndoe@aol.com
Phone: 305-555-5555
Project Address: 11805 SW 26 ST
Folio: 30-4801-000-0040
FY#: F2022011797

Please save this email confirmation for your records. You will be contacted by an RER Representative regarding your submission. If you have any questions or concerns, please email RER-Recertification@miamidade.gov or call (786) 315-2373 for assistance.

6. A Recertification Representative will contact you regarding your submission via email. You may also track your submission online at <https://www.miamidade.gov/Apps/RER/EPSPortal> , enter your UP number under “Search Status of Applications & Plans”.
7. If you have any questions or concerns, please email the recertification unit to RER-Recertification@miamidade.gov