

# SAFE STRUCTURES RECERTIFICATION — QUICK GUIDE

For Local Churches | Florida Conference of Seventh-day Adventists

As buildings age, important systems and structural components may weaken over time—often without visible signs. To ensure safety, the State of Florida requires **periodic recertification of buildings**. This process helps confirm that buildings remain **structurally, mechanically, and electrically safe** for continued use.

## WHAT YOU NEED TO KNOW


- Recertification is required at **30 years** and every **10 years after** initial notice.
- Timing is based on the building's **Certificate of Occupancy date**.
- Notices are sent to both the **local entity** and the **Florida Conference Association**.

 These inspections are mandatory. Failure to comply may result in fines or the closure of the building.

## STEP-BY-STEP PROCESS

### 1. Receive Inspection Notice

A formal notice will be issued by local government authorities.

 You have 90 days from the notice date to complete the inspection and submit the report.

### 2. Schedule Required Inspection

Hire a **qualified Architect or Engineer** to perform a full building inspection, including:

- Structural systems
- Electrical systems
- Mechanical systems
- Thermography

The completed report must be submitted to the local city or county, along with applicable fees.

### 3. Review Inspection Results

- If the building **passes** → Recertified for **10 years**.
- If **deficiencies are found** → Repairs will be required before approval.

### 4. Submit Initial Report to Municipality

Submit the completed inspection report to the local city or county, along with any applicable fees.

### 5. Complete Required Repairs (If Applicable)

- You will have up to **6 months** to complete all required repairs.
- A **reinspection** must be completed and submitted for final approval.
- Keep the **Property Development Department** informed throughout the process.

 All quotes and contracts must be reviewed prior to work. Do not sign any contracts.

### 6. Submit Final Report to Municipality

Once repairs are complete and the reinspection is approved, submit the final report to the local city or county.



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## STEP-BY-STEP PROCESS (CONTINUED)

### 7. Maintain Compliance

Failure to meet deadlines or complete required repairs may result in:

- Financial penalties
- Possible building closure

 *The Property Development Department is available to guide and support you every step of the way.*

## QUICK REQUIREMENTS CHECKLIST

- Official inspection notice received
- Property Development notified and involved
- Inspection completed within 90 days
- Inspection report submitted to local authorities
- Qualified architect or engineer hired
- Filing fees paid (if applicable)
- Repairs completed (if required) within 6 months of initial report
- Reinspection completed and submitted

**REMINDER:** *All contracts must be reviewed and signed by the Property Development Department.*

 **For questions, please contact us at:**

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407-644-5000 ext 2160



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