



**Town of Surfside - Code Compliance Division**  
9293 Harding Avenue, Surfside, FL 33154  
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**COMMERCIAL PROPERTY MAINTENANCE STANDARDS**  
**(An “A-Z” Guide for Business Operators)**

Every commercial property owner and business operator in the Town of Surfside has a responsibility to maintain the exterior of their property and business in a clean, sanitary and safe condition at all times. Properties and businesses must be kept orderly and free from debris, objects and materials that may adversely impact public health, cause an accident, create a fire safety hazard, contribute to blight or have a deteriorating influence on the community.

The following information is contained within and extracted from the Town of Surfside Code of Ordinances:

**Air Conditioning Units:** Air conditioning units cannot be visible from the street or discharge condensation onto the sidewalks, streets or alleys. Town Code, Sec. 14-52(a)(8).

**Awnings:** All awnings shall be kept free from tears, holes, dirt, discoloration, fading and cracking; awning poles, supports and other hardware must be rust free. Town Code 14-52(a)(4).

**Burglar Alarms:** All burglar alarm systems must have a 15-minutes shut off of the audible alarms. Town Code, Sec. 30-26.

**Construction:** All interior demolition and both interior and exterior construction projects must be permitted through the Town’s Building Department; work cannot commence without first submitting a construction/building permit, obtaining permit approval and paying a permit fee. Town Code, Sec 14-27.

**Construction Days and Hours:** Commercial construction is allowed Monday through Friday except for Legal Holidays. The allowed construction hours are 8:00 a.m. to 6:00 p.m. and is not allowed on Saturdays, Sundays or Legal Holidays. Town Code, Sec. 14-32.

**Doors and Windows:** Doors and windows must be free from cracks and discolored glass or corroded frames. Town Code, Sec. 14-52 (a)(2).

**Dumpster Containers:** Dumpster containers must be kept closed at all times except when being emptied or aired out/cleaned; all dumpster containers shall be disinfected at least twice per month; all wood crates, pallets, and cartons or corrugated cardboard must be crushed/broken up before being placed inside of a dumpster container. Town Code, Sec. 66-49.

**Dumpster Enclosures:** All garbage and recycling containers that are visible from public streets and alleys must be hidden from public view by being enclosed in an approved enclosure area. An approved building permit is required prior to erecting such enclosure. Town Code, Sec. 66-46(b).

**Garbage, Trash and Debris:** The unsightly and unsanitary accumulation of garbage, trash, debris, crates, pallets, bottles, cans, etc. is unlawful; any aforementioned item that is not removed by the Property Owner may be removed by the Town at the Property Owner's expense after being given a 5-day notice; it is unlawful to sweep any trash or debris into streets, alleys, gutters or sidewalks; for all properties on Harding and Collins Avenues, all buildings and commercial enterprises must use plastic bags to bag their garbage. Town Code Sec. 66-4/66-5/66-48.

**Grease Traps/Containers:** All grease traps and used cooking oil containers must be positioned and secured to prevent the spillage of grease/and or used cooking oil into the Town's storm drains and sanitary sewer system. Town Code, Sec. 78-54.

**Polystyrene (Styrofoam) Containers:** Food sales/service businesses may not sell, use, or provide food in any polystyrene container. Town Code, Sec. 34-9/34-10.

**Sidewalk and Alley Maintenance:** All sidewalks and alleys shall be clean and litter-free. (Town Code, Sec. 14-52(a)(9)).

**Sidewalk Cafes:** All sidewalk food service operations must be permitted by the Town. A formal application process applies to all restaurants and food service business that desire to have outdoor food service. An annual permit fee must be paid to the Town. All sidewalk café business shall be maintained in a clean and sanitary manner, and neat and orderly in appearance at all times; all tables, chairs and umbrellas shall be maintained in a clean, attractive and orderly appearance, and kept in good repair; all sidewalk cafes must be clean and have an unobstructed five foot pedestrian pathway; other sidewalk café rules apply. For more information on the rules and regulations for sidewalk café businesses, please contact the Code Compliance Division. Town Code, Sec. 18-88/88-92.

**Sidewalk Overhangs:** All sidewalk overhangs must be clean and sag-free. Town Code, Sec 14-52(a)(7).

**Sign Maintenance:** Exterior signs must be in good repair and free from chipping, pitting, cracking, fading or discoloration, peeling; lighted pole signs must be free from weeds at the pole base. Town Code, Sec. 14-52 (a)(2).

**Temporary Window Signs:** Temporary window signs are allowed for up to 60 calendar days, and cannot exceed 20% of the glass surface area. Other rules apply. Town Code, Sec. 14-52 (a)(5).

**Vacant Stores:** All vacant stores must have clear glass, and shall be screened from public view with Town approved window exterior screening material; in addition, vacant stores must have exterior nighttime lighting. Town Code, Sec. 14-52 (a)(5 &6).

**Walls:** All exterior walls shall be weatherproof and watertight, and maintained to resist decay and deterioration (must be painted or coated); all walls, trim, doors and signs shall be clean and sanitary (free from dirt, mold, mildew, fading, chipped paint) and must be re-painted if more than 25% of the walls are discolored or peeling. Town Code, Sec. 14-52(a)(1).

In the event of a violation of the above property maintenance standards, the Code Compliance Division will issue to the property owner and/or the business operator a Courtesy Notice or a Civil Violation depending on the type, nature and extent of the code violation. Property owners and business operators are given a reasonable time period to resolve the cited code violation.

Failure to resolve the code violation by the time indicated in the notice will result in the issuance of a Non-Compliance Affidavit from the Town, and the code violation matter will be referred to the Town's Code Enforcement Special Master for an "Order to Comply" and assessment of a daily fine amount. The daily fine continues to run against the property until the code violation is successfully resolved.

Unpaid fines will be recorded in the Miami-Dade County Public Records and become a lien against the property until paid in full. Town Code, Ch. 5.

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If you have any questions concerning the commercial property maintenance standards of the Town, then please contact the Town of Surfside Code Compliance Division at (305) 861-4863, ext. 230.