

Exhibit A

PERMITTING ASSISTANCE PROGRAM

Section 1. Creation of the Permitting Assistance Program

The City of Coral Gables hereby establishes a **Permitting Assistance Program** (“the Program”) to provide targeted, concierge-level assistance to companies seeking to occupy or improve commercial spaces within the City.

Section 2. Purpose

The purpose of the Program is to:

1. **Attract new companies** to the City of Coral Gables and support their successful establishment;
2. **Support the expansion** of existing companies;
3. **Reduce time-to-occupancy** for commercial buildouts by providing a streamlined, customer-focused permitting experience;
4. **Enhance inter-departmental coordination and communication** during the permitting process;
5. **Encourage reinvestment** in targeted areas such as the Central Business District, Innovation District, and key corridors.
6. **Reinforce Coral Gables’ competitiveness** as a business-friendly city.

Section 3. Program Administration

1. The **Economic Development Department** shall administer the Program, including:
 - Marketing the program to prospective businesses;
 - Determining business eligibility;
 - Coordinating intake meetings;
 - Serving as the primary liaison for participating companies;
 - Tracking and reporting program outcomes.
2. The **Development Services Department** shall serve as the technical lead, responsible for:
 - Participating in pre-submittal meetings with the business to clarify requirements, timelines and expectations;
 - Assigning a staff liaison for program participants;
 - Accelerated plan review and permitting;
 - Help coordinating inspections and final approvals to minimize delays for opening.

Exhibit A

Section 4. Eligibility

Each project is assessed case-by-case based on the level of economic impact and need for permitting assistance. To meet the minimum qualifications for the Program, applicants must:

1. Be a legally operating company, headquarter, national or multinational relocating to, opening in, or expanding within the City of Coral Gables; and
2. Occupy a commercial office space; and
3. Create or retain 50 or more jobs with a salary of \$100,000 or more; and
4. Demonstrate a minimum capital investment of \$1M.

The City Manager or designee may waive criteria for projects of strategic importance or unique public benefit. *While the city works closely with Miami-Dade County, any permits County agencies oversee do not fall under the Program.*

Section 5. Program Benefits

Eligible companies may receive:

- **Pre-submittal meeting** with staff to address questions or areas of concern;
- **Concierge plans review and accelerated permitting timelines;**
- **Dedicated permitting liaison** to assist in coordination with City departments;
- **Assistance scheduling inspections** and resolving technical issues;
- **Case tracking and status updates** via a centralized permit liaison.

Section 6. Implementation

The Development Services Director shall put in place the administrative procedures necessary to implement this Program, such as:

- Assigning a direct liaison to the participating companies who will provide concierge services to businesses
- Making permit reviewers available for meetings as requested

The Economic Development Department shall maintain internal guidelines to manage intake, screening, and coordination, including:

- Creating a Program form;
- Recording participating businesses;
- Tracking permitting timelines and milestones;
- Collecting feedback on user experience;

Exhibit A

- Measure economic impacts (e.g., job creation, square footage activated, capital investment).

Section 7: Process Overview

1. Business submits Permitting Assistance Request Form to Economic Development.
2. Economic Development reviews for eligibility and schedules a pre-submittal meeting.
3. Development Services participates in the meeting and confirms next steps.
4. Application receives priority processing through permitting workflow.
5. A dedicated liaison provides updates and resolves issues as needed.
6. Inspections are scheduled and tracked in coordination with business and staff.
7. Project close-out is logged; performance data is captured for annual reporting.