



MIAMI BEACH

Building Department
 1700 Convention Center Drive, 2nd Floor
 Miami Beach, Florida 33139
 Office: 305.673.7610 Fax: 305.673.7857
<http://www.miamibeachfl.gov/building/>

Permit Application

Office Use Only	
Submittal Date:	_____
Permit Number:	_____

Applicant Information (Blue or Black Ink Only)			
Property Address		Unit Number	Parcel/Folio Number
If sub-permit or revision, please indicate the Master Permit Number	Elevator I.D. number	If associated with violation, indicate BV#	Please note that outstanding expired permits must be resolved prior to the issuance of a work permit

Permit Type (select one)		Permit Request (select all that apply)		Property Information (select one)	
<input type="checkbox"/> Building	<input type="checkbox"/> Demolition - Year built _____	<input type="checkbox"/> New Permit	<input type="checkbox"/> Permit Extension	<input type="checkbox"/> Commercial	Total Value of Work \$
<input type="checkbox"/> Electrical	<input type="checkbox"/> Generator	<input type="checkbox"/> Change of Contractor	<input type="checkbox"/> Permit Renewal	<input type="checkbox"/> Multi-Family Residential	
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Special Event	<input type="checkbox"/> Change of Architect/Engineer	<input type="checkbox"/> Permit Revision	<input type="checkbox"/> Residential: Single-Family Residential or Duplex	
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Fire	<input type="checkbox"/> LEED	<input type="checkbox"/> Change of Use		
<input type="checkbox"/> Roofing	<input type="checkbox"/> Elevator		<input type="checkbox"/> Private Provider		
<input type="checkbox"/> Phased Permit			<input type="checkbox"/> City Project		

Square Footage	New Construction/Addition	SF	Alteration/Reconfiguration of Space	SF
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Value of Work	\$	\$
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<input type="checkbox"/> A-1 Assembly (Theater/ Concert Hall) <input type="checkbox"/> A-2 Assembly (Restaurant/Night Club/ Bar) <input type="checkbox"/> A-3 Assembly (Worship/Amusement/ Arcade Community Hall) <input type="checkbox"/> B - Business <input type="checkbox"/> D/E -Daycare & Educational <input type="checkbox"/> I-1 Institutional (Ambulatory) <input type="checkbox"/> I-2 Institutional (Non Ambulatory)	<input type="checkbox"/> M -Department Store / Drug Store <input type="checkbox"/> M -Gas Station <input type="checkbox"/> M - Retail/ Warehouse <input type="checkbox"/> R-1 Residential Transient (Boarding House/ Hotel/Motel) <input type="checkbox"/> R-2 Residential Permanent (Apartment/Dormitory/ Timeshare)	<input type="checkbox"/> R-3 Residential (Dwelling/ Custom Homes) <input type="checkbox"/> R-4 Residential (Assisted Living 6-16 person) <input type="checkbox"/> S-1 Storage (Mod. Hazard (Repair Garage)) <input type="checkbox"/> S-2 Storage (Low Hazard (excluding Parking Garage)) <input type="checkbox"/> S-2 Storage (Parking Garage)
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Description of Work
Provide a summary of work to be done.

Responsible Parties

Property Owner			Contractor		
Name			Name		
Address	Suite		Address	Suite	
City	State	Zip Code	City	State	Zip Code
Driver's License/ State Identification Number			State Identification Number/License		
E-Mail Address			E-Mail Address		
Daytime phone			Daytime phone		
Cell Phone			Cell Phone		

Architect			Structural Engineer		
Name			Name		
Address	Suite		Address	Suite	
City	State	Zip Code	City	State	Zip Code
Professional License Number			Professional License Number		
E-Mail Address			E-Mail Address		
Daytime phone			Daytime phone		
Cell Phone			Cell Phone		

Notice & Certification

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction. I understand that a **separate permit** must be secured for **Electrical, Elevator, Fire, Mechanical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners**, etc.

Owner's Affidavit: I certify that all the forgoing information is correct. Owner Certifies that the aforementioned Contractor has the authorization to perform the work as specified above.

Lessee's Affidavit: Lessee certifies that he has full consent and authorization from owner of subject property to perform the abovementioned work and to hire above captioned contractor.

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as the Environmental Division of Miami-Dade County; Permitting, Environment and Regulatory Affairs; Water & Sewer Department; Department of Environmental Protection; South Florida Water Management District; Miami-Dade County Impact Fee water management districts; state agencies; and/or federal agencies.

Under penalties of perjury, I declare that to the best of my knowledge, the facts stated in this document are true. Any information found to be false may cause the revocation and/or denial of the permit and/or Certificate of Occupancy.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

- Owner/Lessee for new permits** (Documentation establishing ownership may be requested)
- Master Permit Contractor of Record** (For sub-permit change of contractor)

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT IS REQUIRED FOR ANY WORK WITH COST EXCEEDING \$2500.00.

Print Name

Signature

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____ day of _____ 20 _____, by _____

Personally

Produced Identification – Type of Identification _____

Signature of Notary Public

(SEAL)

- Contractor** (Proof of licensure may be required if not on file)

Print Qualifier's Name

Qualifier's Signature

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____ day of _____ 20 _____, by _____

Personally

Produced Identification – Type of Identification _____

Signature of Notary Public

(SEAL)

Excellence Miami Beach

Our Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Form Name	Permit Application
Form Purpose	This form is completed if an owner or developer would like to request a permit for a construction or rehabilitation project within the City of Miami Beach.
Related Forms	Please see Document Submission Checklist on page 4
Associated Fees	<ol style="list-style-type: none">1. Upfront Processing Fee2. Permit Fees, as applicable
Additional Info	Payments can be made at following locations: <ul style="list-style-type: none">• Kiosk located in Building Department lobby, 2nd Floor City Hall• Cashier's window, 1st Floor City Hall• Online at https://www.velocityhall.com/accela/velocityhall/
Form Process	<ol style="list-style-type: none">1. Permit Application and project plans submitted with upfront fee.2. Plan Review Process is performed by the City, if applicable.3. Payment of permit fees assessed.4. Permit is issued.
For Progress Status	You can check on this application's status in the City's system via: https://www.velocityhall.com/accela/velocityhall/
For Assistance	Please contact: <ul style="list-style-type: none">• In – person: Building Department, Miami Beach City Hall, 2nd Floor 1700 Convention Center Drive, Miami Beach, Florida 33139• Via Telephone: 305-673-7610• Online: www.miamibeachfl.gov

ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TYY users may also call 711 (Florida Relay Service).

Our Mission

The Building Department is dedicated to serving the public by the efficient and effective supervision of construction activities to safeguard the public health, safety and general welfare of the City's residents and visitors by assuring compliance with the Florida Building Code

Document Submission Checklist

- Completed Permit Application
- Owner/Builder Affidavit
- Flooring Permit Affidavit
- Soundproofing specifications (Multifamily building for unit above first floor)
- Two (2) sets of plans for Review
- Two (2) Elevation Certificates
- Two (2) Surveys of Property
- Two (2) Energy Calculation Forms
- Two (2) Heating and Cooling Load Calculation Forms
- Asbestos Report
- Owner/Qualifier/Contractor Estimate Construction Cost Affidavit
- Recorded Warranty Deed
- Corporation Documentation/Articles of Incorporation
- Original Power of Attorney
- Original Authorization Letter from Owner to Tenant
- Contractor's State or Municipal License
- Contractor's Business Tax Receipt
- Contractor's Municipal Contractor Business Tax Receipt
- Contractor's Local Business Tax Receipt
- Contractor's Liability Insurance
- Contractor's Workman's Compensation Insurance
- Contractor's Workman's Compensation Insurance Exemption
- Roofing Appendix Sections A,B,C,D,E as applicable
- Soil Density Letter
- Special Inspector Form (pilings, lightweight insulating concrete, soil compaction, precast units and attachments, steel bolted and welded connections, truss spans over 35 ft long or over 6 ft high)
- Swimming Pool Safety Act Form
- Temporary Electrical Service for Testing Hold Harmless Form
- LEED Certification Registration (if applicable)
- Paint color sample
- Photographs of existing conditions
- FPL Disconnection Letter
- People/TECO Gas Disconnection Letter
- Telephone Company Disconnection Letter
- Other (Please Specify): _____
- Other (Please Specify): _____

Plans Checklist

- Civil drawings
- Site Plan
- Elevation drawings
- Demolition plans
- Proposed floor plans
- Electrical plans
- Fire alarm plans
- Fire protection plans
- Irrigation plans
- Landscape plans
- Life safety plans
- Mechanical plans
- Plumbing plans
- Structural plans and calculations
- Miami Dade County Product Control Notice of Acceptance (windows, doors, waterproofing, truss connectors, equipment stands)
- Miami Dade County Impact Fee Stamp
- Miami Dade County DERM Approval
- State of Florida Division of Hotels and Restaurants Approval

CONSTRUCTION LIEN LAW FOR OWNERS

NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.

WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$2,500.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$7,500.00 in value. This notice must be signed by you, the property owner.

Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

YOU MUST FILE A NOTICE OF COMMENCEMENT

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent.

The Notice of Commencement form, provided with this information packet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded.

If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded.

You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

Florida law requires the Department of Regulatory and Economic Resources to be a second source of information concerning the improvements made on real property. The Building Permit Application (included with this packet) has been expanded to include information on the construction lender and the contractor's surety, if any. The new application requires your signature or your agent's, to inform you of the Construction Lien Law.

YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE

By law, the Department of Regulatory and Economic Resources is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1)(d)).

NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

RELEASE FROM LIEN FROM CONTRACTOR

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor.

If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney.

The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

Documents are recorded at the Clerk of the Courts, MIAMI-DADE COUNTY RECORDER, COURTHOUSE EAST, 22 N.W. First Street, 1st Floor, Miami, FL 33128.

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose the recording fee (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on fees and recording documents call (305) 275-1155.

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA:
COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Space above reserved for use of recording office

1. Legal description of property and street/address: _____
2. Description of improvement: _____
3. Owner(s) name and address: _____
Interest in property: _____
Name and address of fee simple titleholder: _____
4. Contractor's name, address and phone number: _____
5. Surety: (Payment bond required by owner from contractor, if any)
Name, address and phone number: _____
Amount of bond \$ _____
6. Lender's name and address: _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes,
Name, address and phone number: _____
8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
Name, address and phone number: _____
9. Expiration date of this Notice of Commencement: _____

(the expiration date is 1 year from the date of recording unless a different date is specified)

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/Manager

Prepared By _____	Prepared By _____
Print Name _____	Print Name _____
Title/Office _____	Title/Office _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this _____ day of _____.

By _____

Individually, or as _____ for _____

Personally known, or produced the following type of identification: _____

Signature of Notary Public: _____

Print Name: _____

(SEAL)

VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true, to the best of my knowledge and belief.

Signature(s) of Owner(s) or Owner(s)'s Authorized Officer/Director/Partner/Manager who signed above:

By _____ By _____

CONSTRUCTION COST AFFIDAVIT

For Office Use Only

Permit/Process No	
Date of Submittal	

I _____, acting as agent (owner, registered agent, legal representative) do hereby attest that the construction costs indicated herein are accurate for the construction project located at:

_____.

Master Permits:

Total project cost: _____

Building cost (excludes roofing, windows, railings and MEP) \$: _____

Stand alone and sub permits

Roofing \$: _____

Windows \$: _____

Railings \$: _____

Electrical \$: _____

Mechanical \$: _____

Plumbing \$: _____

Registered Owner: _____

Signature of Owner/Agent: _____

Printed Name: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ as identification and who has taken an oath.

Notary Public, State of Florida

Printed Name

Commission Number: _____ My Commission Expires: _____



MIAMI BEACH

PUBLIC WORKS DEPARTMENT

1700 Convention Center Drive, Miami Beach, Florida 33139

Office: 305.673.7080 Fax: 305.673.7028

Stormwater Utility Fee Calculation Worksheet

(Miami Beach Code Sec. 110-109, as may be amended)

FILLED BY APPLICANT

Project Name: _____

Address: _____

Owner: _____ Permit Issue Date: _____

Permit Number: _____ Billing Account Number: _____

Residential Non-Residential Mixed-Use

Non-Residential Impervious Footprint (Sq. Ft.) (1)

No. of Additional Residential Units (2)

No. of Existing Residential Units (3)

FILLED BY CITY

ERU₁ Calculation

Residential (R2 and R3) = (2) + (3) =

Non-Residential & Mixed Use = (1) / 791 =

ERU₂ Calculation

Residential (R2 and R3) = (2) + (3) =

Non-Residential (all except R2 and R3) = (1) / 791 =

Mixed Use (Residential and Non-Residential) = (2) + (3) + (1) / 791 =

Approved By: _____ Review Date: _____