

MIAMIBEACH

**BUILDING DEPARTMENT INTERNAL
OPERATING PROCEDURES MANUAL**

DATE: JANUARY 2015



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MIAMIBEACH

Policies and Procedures

Air Conditioning Change Out Permits

POLICY

To stream line the process for Air Conditioning Change Out Permits, the Building Department will implement a new Air Conditioning Change Out Equipment Form which will simplify the process for review, approval and inspections.

PROCEDURE

To obtain a Mechanical Permit for A/C Change Outs of existing units, a State or Miami-Dade County licensed Mechanical or A/C Contractor must submit a Permit Application to the Building Department. Effective September 14, 2015, two (2) sets of the Air Conditioning Change Out Equipment Data Forms will also be required.

The applicant must submit all required documentation:

- A Permit Application executed by a licensed contractor and property owner.
- Two (2) sets of the Air Conditioning Change Out Equipment Data Form completed by the A/C Contractor and Perforated by the Permit Clerk.

Note: One copy of the Air Conditioning Change Out Equipment Data Form will be attached to the Permit Application. The second copy will be the Job Copy and must be available at the jobsite at the time of inspection.

FORMS

The Permit Application and Air Conditioning Change Out Equipment Data Form can be obtained at <http://www.miamibeachfl.gov/building/default.aspx?id=31556>

REFERENCE

- *Florida Building Code 2014*

PREPARED BY: Building Department

APPROVED BY: _____


Building Director

DATE: 9/17/2015



MIAMI BEACH

Policies and Procedures

As-Built Drawings

POLICY

Submittal of as-built drawings shall be required for those projects as determined by the Building Official or his designee.

PROCEDURE

All new construction, addition or alteration/remodel master permits with a value of work exceeding \$500,000 will require an as-built submittal. In addition, any revision that upgrades the master permit value of work to an amount exceeding \$500,000 will trigger the as-built submittal requirement.

Permit Counter

The Permit Clerk initializing either of these two records will place a stamp on the drawings for those projects meeting these criteria. The stamp placed on the master permit drawings shall be as follows:

City of Miami Beach Building Department

This project requires the submittal of an **AS-BUILT** set of construction documents with Architect, Engineer and Contractor certifications prior to Final Building Inspection.

Plan Review

The Building Plan Reviewer will also include the statement on the stamp shown above, in his/her plan review comments as an informational item only, not as a correction comment. Prior to the Final Building inspection, one set of as-built drawings shall be submitted to the permit counter with a completed Permit Application and the minimum permit fee will be assessed. The applicant must then submit the BREV AS-BUILT for drop off plan review. The drop off plan review section will fast track this review with the building plan review staff and the review will be completed within 24 hours. The Building Plan Reviewer must approve inspection item 1191 *As Built* in the master permit when approving the as-built submittal.

The fast track review will consist of the following verifications:

- Correct address
- Project Description

- Architect /Engineer of Record
- Incorporation of last City approved drawing revision

As-Built Drawings by the Design Professionals and General Contractor

The as-built drawings will be labeled as such and all drawings shall be signed, sealed and dated by the respective Design Professional of Record. The cover sheet must include the following statement signed, sealed and dated by the Architect of Record, General Contractor, Landscape Architect and all consulting Engineers:

Master Permit No. _____	
To the best of my knowledge, belief and professional judgment these construction documents meet the intent of the Florida Building Code, represent accurately the "AS BUILT" conditions of the project and include all of the revisions previously submitted and approved by the City of Miami Beach Building Department.	
_____ Architect of Record – Print name	_____ Signed and sealed
_____ Structural Engineer of Record – Print name	_____ Signed and sealed
_____ Electrical Engineer of Record – Print name	_____ Signed and sealed
_____ Mechanical Engineer of Record – Print name	_____ Signed and sealed
_____ Plumbing Engineer of Record – Print name	_____ Signed and sealed
_____ Landscape Architect of Record – Print name	_____ Signed and sealed
_____ General Contractor – Print name	_____ Signed

Inspections

All new construction, addition or alteration/remodel master permits with a value of work exceeding \$500,000 will include a required inspection 1191- As Built. The Final Building Inspection shall not be approved until the as-built set of drawings has been submitted and approved.

PREPARED BY: Building Department

APPROVED BY:  _____
Building Director

DATE: 7/14/2014

Revised 07-01-2014



Building Recertification

POLICY

Miami Dade County Code section 8-11(f): All buildings, except single-family residences, duplexes and minor structures as defined below, shall be recertified in the manner described below where such buildings or structures have been in existence for forty (40) years or longer, and every 10 years after the first recertification. Minor buildings are defined as any occupancy group having an occupant load of 10 or less and having a gross area of 2,000 square feet or less.

PROCEDURE

Determination of recertification requirement

- Miami-Dade County provides a list of buildings that require recertification. This list must be reviewed to remove duplicate entries and validate each property listed prior to sending out any notification.
- Building Department SQL Server Reporting Services (SSRS) report, *Building Recertification Progress*, located at: <http://reports/Reports/Pages/Folder.aspx?ItemPath=%2fBuilding+Department&ViewMode=Detail>. The report will generate two sections, City of Miami Beach buildings and private buildings. Open the *Private Buildings* portion of the report by selecting the plus sign to the left of the label. Then select *To Be Notified* portion of the report.

Building Type	Progress Status	ReCertification Status
<input type="checkbox"/> CITY of MIAMI BEACH BUILDINGS		15 0.51 %
<input type="checkbox"/> PRIVATE BUILDINGS		2943 99.49 %
Total Buildings:		2958 100.00 %

Building Type	Progress Status	ReCertification Status
<input type="checkbox"/> CITY of MIAMI BEACH BUILDINGS		15 0.51 %
<input type="checkbox"/> Building in Violation		2 0.07 %
<input type="checkbox"/> Building in Violation To Court		133 4.49 %
<input type="checkbox"/> Buildings in Compliance		2652 89.62 %
<input type="checkbox"/> Non-Compliance With Violation Notice		78 2.64 %
<input type="checkbox"/> Notice Sent		14 0.47 %
<input type="checkbox"/> Notified		51 1.72 %
<input type="checkbox"/> To Be Determined		13 0.44 %
<input type="checkbox"/> To Be Notified		1 0.03 %
<input type="checkbox"/> PRIVATE BUILDINGS		2944 99.49 %
Total Buildings:		2959 100.00 %

Verify each building to be notified has not been demolished by reviewing the permits issued on the parcel. If the building has not been demolished and a recertification is required a new record is created in Permits Plus. Initialize an activity type BREC subtype BUILDING RECERTIFICATION. Enter the record status INITIAL, occupancy code, number of buildings and indicate if the building is publicly owned (owned by the City of Miami Beach). Select the forward arrow to go to the second screen and enter the number of buildings to generate the fee. Print the documents (from DOCS tab) B13R40YR BREC *Need for Inspection 40 Year*.

Owner Notification

The *Need for Inspection 40 Year* is sent certified mail to the property owner as verified in the Miami Dade County Property Appraiser's online records http://www.miamidade.gov/pa/property_search.asp. The mailing address for condominium associations must be verified using the Florida Department of State Divisions of Corporations online records <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>. Also include in the certified mail package:

- A copy of the Miami Dade County Code, section 8-11 (f).
- General Considerations - minimum inspection procedural guidelines for structural and electrical recertification to be completed by a Registered Architect or a Professional Engineer and a written report to be submitted to the Building Department.

When the Return Receipt card is returned confirming delivery, enter the date of delivery on the receipt into the *Service Date* field [1] in the BR record. The *Comply By* date [2] will then be calculated by the system. Change the status of the BR record from INITIAL to NOTIFIED.

General Information Screen

ReCertification General Information Screen

Update Exit Back

ReCertification Number: BR140064 Status: NOTIFIED

Violation Number: [empty]

Special Master Case Number: [empty]

Work Description: RECERTIFICATION OF BUILDING 40 YEAR OLD - MIAMI D. [1]

Address: 650 MICHIGAN AV MBCH [3]

Parcel No.: 4203-009-7650-

Owner: NICHOLAS VENTURA (TR)

Applicant: NICHOLAS VENTURA (TR)

Initialize Date: 01/31/2014

Service Date: 02/07/2014

Posting Date: [empty]

Extended Days: 0

Comply By: 05/08/2014 [2]

N.O.V. Issue Date: [empty]

N.O.V. Service Date: [empty]

If the notice of the need for the 40 years Recertification is not received by the owner in 30 days or the package is returned to the sender, then tape one copy of the notice to the returned envelope and give this package with an additional copy of the notice to the violations inspector to post. The inspector will post the notice of the need for the 40 years Recertification on the building, taking pictures of the posting as a proof of delivery. When the posting has been completed, enter the date in the *Posting Date* field [3] in the BR record and change the status of

the BR record from INITIAL to NOTIFIED.

After notification

In accordance with the Miami Dade County Code, section 8-11 (f). The Owner of a building or structure subject to recertification shall furnish, or cause to be furnished, within ninety (90) days of Notice of Required Inspection, a written report to the Building Official, prepared by a Professional Engineer or Architect registered in the State of Florida, certifying that each such building or structure is structurally and electrically safe, or has been made structurally and electrically safe for the specified use for continued occupancy, in conformity with the minimum inspection procedural guidelines as issued by the Board of Rules and Appeals.

A fee of \$600.00 per building shall be paid within the time limitation established by Miami Dade County Code, section 8-11 (f).

The Owner or Owner's representative must hire a Registered Architect and/or a Professional Engineer to perform an Electrical and a Structural inspection for the building and file a signed and sealed report with the Engineering Section in the City of Miami Beach Building Department for review and approval. When the reports are received, verify that the fees have been paid. If the fees have been paid, complete the top portion of the 40/50 Recertification Tracking Sheet and forward the tracking sheet with the reports to the Chief Electrical Inspector for review. The Chief Electrical Inspector will forward the packet to the Building Official or the Chief Structural Plans Examiner for review. Once both reviews are completed the packet will be return to the recertification section.

Extensions

A one-time six month extension may be granted if a written request is submitted to the building department. This extension can only be requested within the 90 days of receipt of the recertification notification. An additional fee of \$600.00 per building shall be paid.

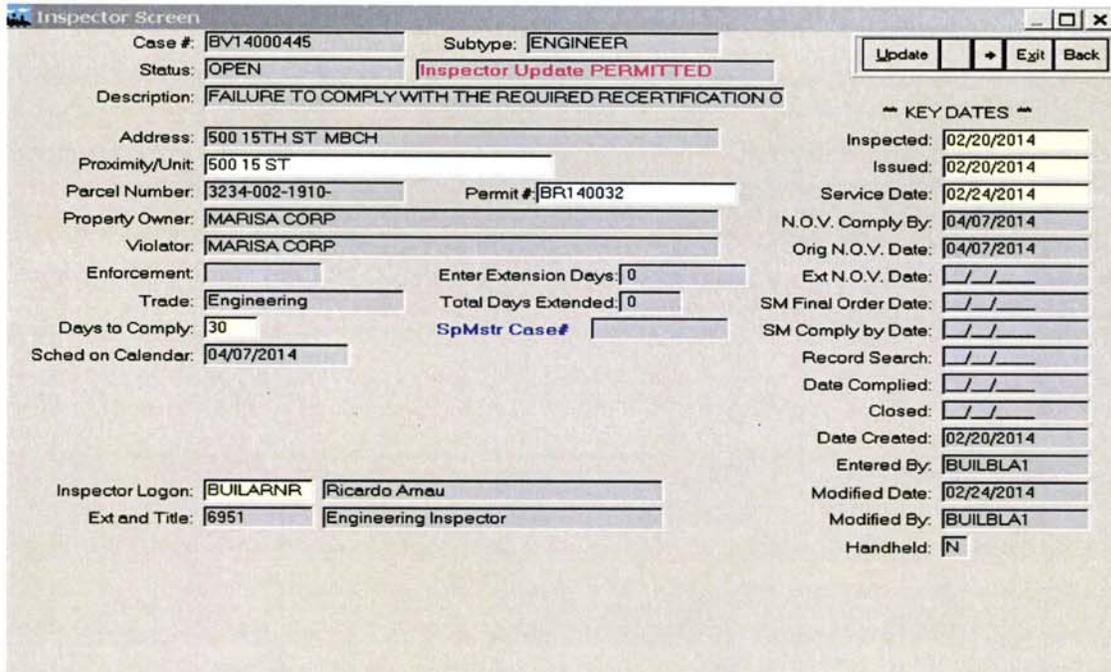
Notice of Violation

If the 40 years Recertification Report has not been submitted for a particular building within the time limitation established by the Miami-Dade County Ordinance, a Notice of Violation is issued with a \$500.00 fine and a late fee of \$260.00 is assessed on the BR record. The Notice of Violation will be posted on the building, taking pictures of the posting as a proof of delivery. After the posting of the Notice of Violation, a copy of the Notice of Violation will also be sent certified mail to the owner. If the building recertification is not completed within 30 days it will be sent to the Miami Dade County Unsafe Structures Board (USB).

On the SSRS report, open the section labeled *Non-compliance WITHOUT Violation Notice*. These are the BR records that now require a building violation. For each record listed, a new record is created in Permits Plus. Initialize a project type BVIO subtype ENGINEER.

Building Type	Progress Status	ReCertification Status		
<input checked="" type="checkbox"/> CITY OF MIAMI BEACH BUILDINGS			15	0.51 %
	<input type="checkbox"/> Building in Violation		2	0.07 %
	<input type="checkbox"/> Building in Violation To Court		136	4.60 %
	<input type="checkbox"/> Buildings in Compliance		2647	89.49 %
	<input type="checkbox"/> Non-Compliance With Violation Notice		77	2.60 %
	<input type="checkbox"/> Non-Compliance WITHOUT Violation Notice		3	0.10 %
	<input type="checkbox"/> Notice Sent		25	0.85 %
	<input type="checkbox"/> Notified		40	1.35 %
	<input type="checkbox"/> To Be Determined		13	0.44 %
<input checked="" type="checkbox"/> PRIVATE BUILDINGS			2943	99.49 %
Total Buildings:			2958	100.00 %

Complete the Inspected, Issued, service Date, Days to Comply and Inspector Logon fields on the first screen of the BV record.



Inspector Screen

Case #: BV14000445 Subtype: ENGINEER

Status: OPEN Inspector Update PERMITTED

Description: FAILURE TO COMPLY WITH THE REQUIRED RECERTIFICATION

Address: 500 15TH ST MBCH

Proximity/Unit: 500 15 ST

Parcel Number: 3234-002-1910- Permit #: BR140032

Property Owner: MARISA CORP

Violator: MARISA CORP

Enforcement: Enter Extension Days: 0

Trade: Engineering Total Days Extended: 0

Days to Comply: 30 SpMstr Case#

Sched on Calendar: 04/07/2014

Inspector Logon: BUILARNR Ricardo Arneu

Ext and Title: 6951 Engineering Inspector

KEY DATES

Inspected: 02/20/2014

Issued: 02/20/2014

Service Date: 02/24/2014

N.O.V. Comply By: 04/07/2014

Orig N.O.V. Date: 04/07/2014

Ext N.O.V. Date: / /

SM Final Order Date: / /

SM Comply by Date: / /

Record Search: / / /

Date Complied: / / /

Closed: / / /

Date Created: 02/20/2014

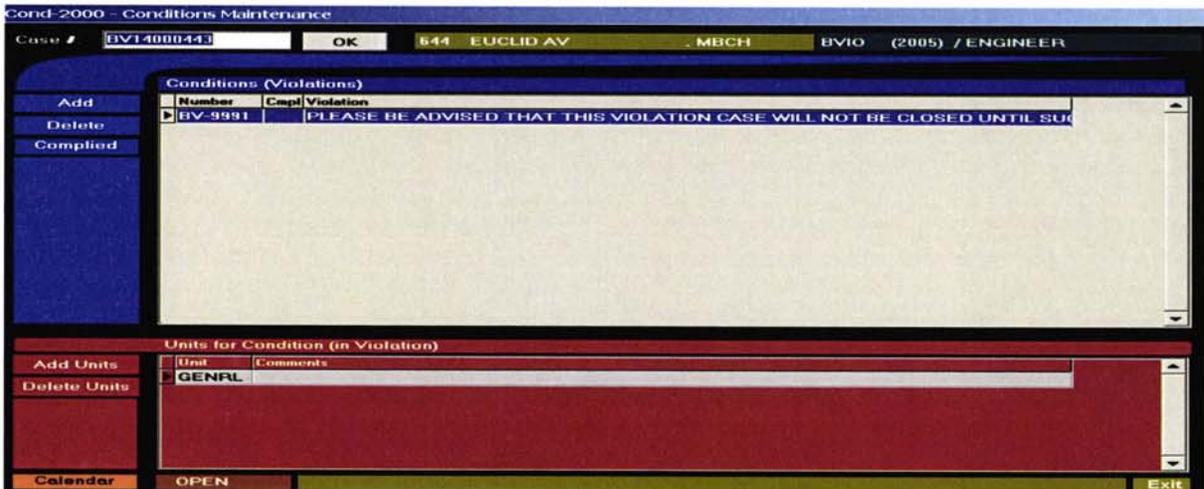
Entered By: BUILBLA1

Modified Date: 02/24/2014

Modified By: BUILBLA1

Handheld: N

Once you Update the record, the Cond 200 application will open.



Cond-2000 - Conditions Maintenance

Case # BV14000445 OK 644 EUCLID AV MBCH BVIO (2005) / ENGINEER

Conditions (Violations)

Number	Compl	Violation
BV-9991		PLEASE BE ADVISED THAT THIS VIOLATION CASE WILL NOT BE CLOSED UNTIL SU...

Units for Condition (in Violation)

Unit	Comments
GENRL	

Calendar: OPEN Exit

Select the BV-9991 violation and then select Delete. Then select Add and the BV-9910 violation. Select Add Units and paste BV description into the comment field. Relate the BV record to the BR record, assess additional fee of \$260.00 per building on the BR record on the second screen:

Category	Value	Amount
48/18 Year ReCertification Program Fee - Threshold Bldg (Unit #):		\$0.00
48/18 Year ReCertification Program Fee - Non Threshold Bldg (Units #):	1	\$311.10
New Inspection report Fee, if Recertification Not Completed Within 90 Days of Building's being declared unsafe	0	\$0.00
Sub Total:		\$311.10
ReCertification Late Fee. [Y/N], (Buildings #):	Y 1	\$259.25
TOTAL RECERTIFICATION FEE:		\$578.35

Change the status of the BR record to IN VIOL. At this point, the owner will have 30 working days to comply. If the building needs or is under repairs, an extension may be granted upon request and reasonable explanation. Such extension may be granted for a period of 90 days. In order to give additional extension, the Professional Engineer or Architect registered in the State of Florida, or the contractor shall submit a progress report.

Go to IDS reports, Building Menu, BV Notice of Violation. Enter the BV number, select Notice of Violation and then select GO. Print four copies and forward to the violations inspector for posting.

Failure to comply with the requirements of the Building Recertification Violation within 30 days, the Violation will be sent to the USB and may result in an order for demolition of the structure.

Buildings Requiring Repairs

In the event that repairs or modifications are found to be necessary resulting from the recertification inspection, the owner shall have a total of 150 days from the date of Notice of Required Inspection in which to complete indicated repairs or modifications which shall be executed in conformance with all applicable Sections of the Building Code.

If the cost of materials and labor for the repairs exceeds \$500.00, the owner of the property must hire a licensed contractor and obtain permits from the Building Department prior to perform any work. Once all permits receive a final inspection approval from the electrical and/or structural inspectors, and a Certificate of Completion, the professional engineer and/or the registered architect of record must submit a signed and sealed report to state that all repairs have been completed and the building is structurally and electrically safe for the continued use.

If the building recertification process is not completed for a particular building within the maximum time limitation established by the Miami-Dade County Ordinance, a Notice of Violation is issued.

Approved Structural and Electrical Reports

A building recertification cannot be approved if the property has open or expired permits. If there are no expired or open permits, no outstanding fees due and the recertification reports are approved a *Letter of Building Recertification* may be issued. This letter shall be mailed to the property owner.

If the building recertification has a related building violation (BV record in Permits Plus), the engineering inspection in the BV record must be approved with the comment that the building recertification has been approved. Once the approval is entered the system will automatically close the record. Notify the violations section via e-mail that the building violation may be closed.

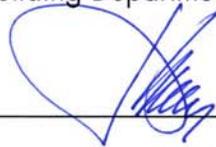
After a period of 10 years, the 40 years Recertification process will start again.

REFERENCE

- *Miami Dade County Code section 8-11(f)*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: _____

6/9/2014

Revised 02/27/2014
Revised 06/09/2014

Certificate of Use

POLICY

Business owners within the City of Miami Beach must obtain a Certificate of Use prior to operating a business.

PROCEDURE

When a Certificate of Use is required

The first certificate of use issued in conjunction with a new building shall be issued with the Certificate of Occupancy or Certificate of Completion (CO/CC) at no cost. Certificates of Use not issued in conjunction with a new building are required as follows:

Residential Occupancies

- Residential Tenants – A Certificate of Use is required for apartment buildings, hotels and other multiple residential occupancies containing three or more units and occupied by residential tenants only.
- Mixed-Use Tenants - An additional Certificate of Use is required for each commercial activity contained in the building in addition to the Certificate of Use for the residential tenants.

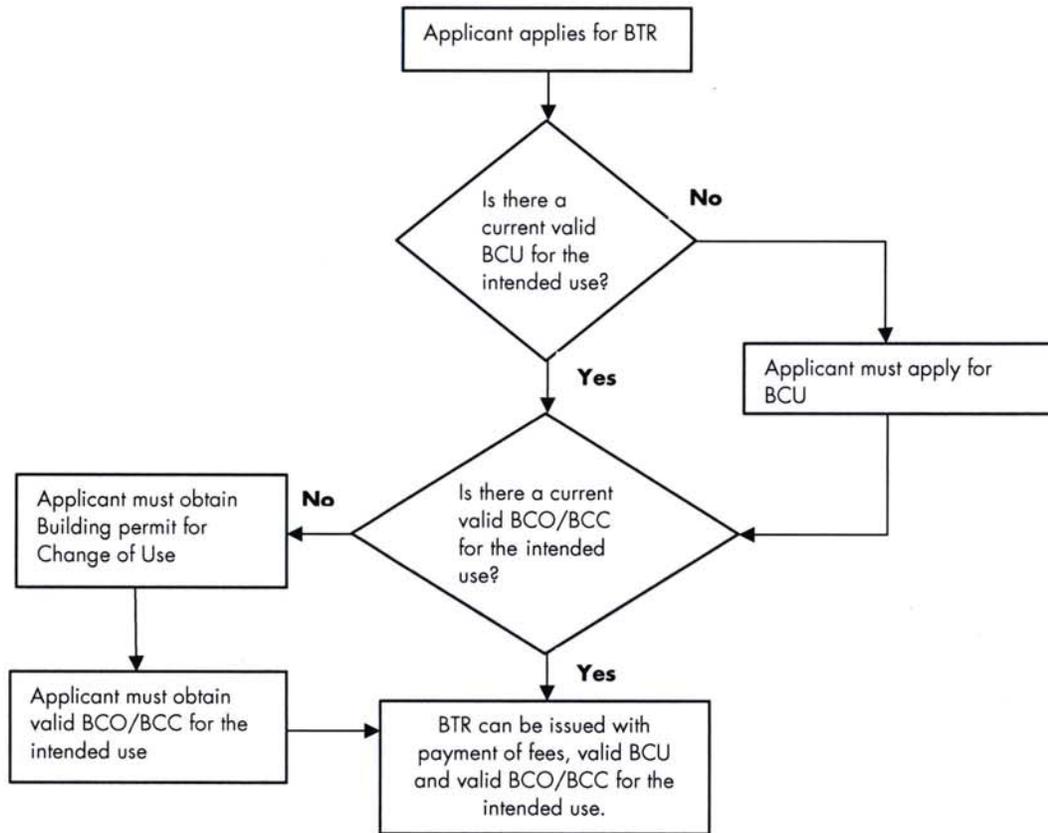
Non-Residential Occupancies

- Single Tenant Occupancy – A Certificate of Use is required for industrial, office and commercial buildings being occupied by a single tenant.
- Multiple Tenant Occupancy - Industrial, office or commercial buildings containing more than one tenant shall require a Certificate of Use for each tenant.

To Apply for a Certificate of Use

1. Applicants must submit a Certificate of Use application along with a copy of the current CO/CC to the Certificate of Use staff in the Violations section of the Building Department.
2. The Applicant will need to apply for a building permit for a change of use if the proposed use does not match the CO/CC and a new CO/CC shall be issued.
3. If the Certificate of Use description on the application matches the CO/CC or a change of use permit is obtained and a new CO/CC has been issued the applicant will then need to obtain Planning and Zoning approval.
4. Once Planning and Zoning approval is obtained, a Fire inspection will be scheduled in Permits Plus. The Fire inspection will not be scheduled without first receiving Planning and Zoning approval. Once the Fire inspection is approved, the Certificate of Use will be issued.

Flowchart of process when applicant starts at BTR application



REFERENCE

- *Miami Beach Florida, Code of Ordinances Section 14-66 (3)*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 9/10/2014

Revised 07-30-2014
Revised 09-09-2014



MIAMI BEACH

Policies and Procedures

Change of Architect/Engineer

POLICY

The Building Official may approve a change of Architect or Engineer.

PROCEDURE

A Permit Application must be completed and submitted with a Change of Architect/Engineer Hold Harmless form. The change of architect engineer fee will be assessed on the permit by entering a one in the data entry field on the Additional Fees screen:

Change of Contractor (Limited):	Total Granted:	0	0	\$0.00
Change of Architect / Engineer :	Total Granted:	0	1	\$0.00
Revised Plan Review / Inspection :	Total Granted:	0	0	\$0.00

Select update to have the system calculate the fee:

Change of Contractor (Limited):	Total Granted:	0	0	\$0.00
Change of Architect / Engineer :	Total Granted:	1	0	\$100.00
Revised Plan Review / Inspection :	Total Granted:	0	0	\$0.00

Two complete sets of plans must be submitted that are signed and sealed by the new Architect/Engineer and a revision process number will be issued. If there is a change of structural engineer, new structural calculations for the entire project will be required.

This must be submitted and approved prior to any subsequent revisions by the new Architect/Engineer being accepted. The new Architect/Engineer assumes full responsibility for the entire job.

REFERENCE

- Florida Building Code, 2010

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 6/10/2014

Revised 07-29-2013

Revised 06-11-2014



Change of Contractor

POLICY

The Department will process Change of Contractor Permit Applications according to the following procedures.

PROCEDURE

To request a Change of Contractor, you must submit a Permit Application and a Notice of Commencement. To complete a permit application for a change of contractor, the applicant must select the "Change of Contractor" box located in the "Permit Request" section of the application. An application to change the contractor on a master permit must have the property owner's notarized signature. An application to change the subcontractor on a sub-permit must have the master permit contractor of record's notarized signature.

The Building Department requires a recorded notice of commencement prior to issuing a change of contractor on a master or standalone permit. All submitted notice of commencements must be recorded at the Miami Dade County Clerk of Courts.

The three options for recording a notice of commencement are as follows:

- Submit the original notice of commencement in person, along with the appropriate fees, to the main office located at the Courthouse East Building, Recording Department, 22 N.W. 1st Street, First floor, Miami, Florida 33128.
- Mail the original notice of commencement along with the appropriate fees to Miami-Dade County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101.
- Submit the notice of commencement to the permit counter in the Building Department. The permit clerk will assess the e-recording fee of \$10.00 per page to your permit. Once the e-recording fees have been paid, your notice of commencement will be transmitted for recording electronically within 24 hours. The recorded notice of commencement may be downloaded and or printed from the Clerk of Courts website: <https://www2.miami-dadeclerk.com/officialrecords/Search.aspx>.

The following requirements must be met for the *Permit Application* to be accepted:

Completed Permit Application (Property information and description of work must be provided and all required signatures must be notarized and original.)

Contractor required documentation includes:

- State or municipal contractor's license

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

- Liability Insurance (Certificate of insurance must list the City of Miami Beach as Certificate Holder)
- Workman's Compensation Insurance or State of Florida Exemption (Certificate of insurance must list the City of Miami Beach as Certificate Holder)
- If a Worker's Compensation Exemption is submitted, a completed Worker's Compensation Notice to Owner form is required
- Business Tax Receipt (state or municipal licensed contractors)
- Municipal Contractor's Business Tax Receipt (municipal licensed contractors only)

The *Permit Application* is submitted to the Building Department via:

- E-mail to: applications@miamibeachfl.gov
- In-person at the Permit Service Counter located in the Building Department, 2nd Floor, Miami Beach City Hall

Once the *Permit Application* is submitted, the Permit Clerk shall assess the fee for change of contractor by selecting entering a one (1) in the change of contractor data entry field on the "Additional Fees Screen" and selecting "update".

Once the payment is completed, the Permit Clerk can update the contractor on the permit in *Permits Plus* and document the change by placing a comment in the L/H/N.

REFERENCE

- Chapter 8, *Miami-Dade County Code*
- Chapter 489, *Florida Statutes*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 6/9/2014

Revised 06-18-2012
Revised 07-29-2013
Revised 06-09-2014

MIAMIBEACH

Policies and Procedures

Compliance Agreement

POLICY

The Building Official may grant property owners additional time to bring an unsafe structure into compliance.

PROCEDURE

The Unsafe Structure Board may issue demolition orders for unsafe structures. The Building Department will proceed with quotes from the pool of approved contractors to provide demolition services. The property owners may elect to submit a Compliance Agreement (Agreement) to the Violations Section of the Building Department. In the Agreement the property owner may agree to demolish the structure(s) located on the Property at issue within thirty (30) calendar days or to repair the structure. Repairs the structure(s) located on the Property are as follows:

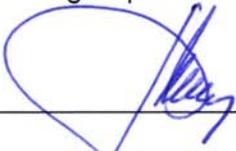
- The structure(s) shall be secured within five (5) working days in a manner approved by the Agreement.
- The following securing method is approved: Storm Shutters (5/8 plywood installed with through bolts or any shutter approved by the Building Official pursuant to Section 8-40 of the Miami-Dade County Code, as amended).
- The structure is to be maintained secure at all times, clean and sanitary, free of debris, overgrown grass or weeds, and free of paint discoloration or graffiti.

Plans shall be prepared and introduced into the Building Department within thirty (30) calendar days from the date of signing this Agreement. All building permits shall be obtained and paid for within sixty (60) calendar days after the plans have been submitted. All repairs or items must be completed within ninety (90) days of the issuance of the permit. The building permit shall be obtained by a licensed contractor pursuant to Section 10-5 (2) of the Miami-Dade County Code, as amended, unless approved otherwise by the Building Official.

REFERENCE

- Chapter 489, *Florida Statutes*
- *Florida Building Code, 2010*
- Chapter 8, *Miami-Dade County Code*

PREPARED BY: Building Department

APPROVED BY:  _____
Building Director

DATE: 8/28/2014

Revised 08/28/2014



Contractor Database

POLICY

The Department will ensure that contractor's information is updated in *Permits Plus* according to the procedures below.

PROCEDURE

Every contractor working in the City must file valid, updated copies of his/her license(s) and insurance(s) with the Department before they can obtain a permit or perform work. All contractors may be licensed in Miami-Dade County, the State of Florida, and other municipalities. A contractor applying for a permit for the first time in the City of Miami Beach must submit all the information required to obtain permits with the Building Department.

In Permits Plus:

- Highlight People
- Click New C/A/E/D's
- Type in the Company License number
- Select the drop down box and select Contractor
- Enter the contractors Name as shown on the State or County License
- Enter the Contractors Mailing Address
- Enter the Contractors Phones
- Enter the Contractors Email Address
- Click Add
- Click Info
- Insurance Co is for Liability Insurance Company name
 - ***Verify that the Insurance Certificate being submitted has City of Miami Beach as the Certificate Holders with the proper address.
- Policy No. is for Liability policy #
- Insurance amount as per amounts specified in Florida Administrative Rule 61G4-15.003 *Public Liability Insurance*
- License expiration date is for the State or County License expiration
- Business License # and Business License expiration date are to be left blank
- Click Update
- Under toolbar order click Screens
- Click C/A/E/D
- Qualifiers name as shown on the State or County License should be entered
- Workers Compensation insurance Co. is the name on the Certificate of Insurance. If W/C exempt, then type in EXEMPT
- W/C # is policy number listed on Certificate of Insurance policy or FEIN # for Exemption

- W/C expiration is the expiration date on the Certificate of Insurance only
- W.C exemption expiration is for the expiration on the exemption only
- Business Tax Receipt # is for the Local Business Tax # for their place of business
- Business Tax Receipt expiration is the expiration date on the card
- Click Update
- Click Exit twice
- Click People
- Click Add new
- Type the qualifiers name
- Next to name click downward arrow and scroll down to Qualifier
- Click Update
- Click Exit

REFERENCE

- Chapter 489, *Florida Statutes*
- Florida Administrative Rule 61G4-15.003
- *Florida Building Code, 2010*
- Chapter 8, *Miami-Dade County Code*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: _____

9/18/2013

Revised 06-25-2012

Revised 07-29-2013

Revised 09-18-2013



Customer Flow Management System

POLICY

The Building Department will provide a customer flow management system.

PROCEDURE

Qmatic Orchestra

Orchestra is a multi-queuing ticket system designed to facilitate the customer experience by routing them according to their business needs. The queues consist of various services such as Permit Process, Building Recertification, Violations and disciplines from the Building, Planning, Fire and Public Works Departments. Each is identified as a "Service". Customers are issued a ticket which manages these services. Tickets are issued Monday through Friday between 8 am and 12:30 pm. Customers are called using a combination of an automated voice system along with an array of displays. Each desk is equipped with an assigned display overhead. Speakers used to call out are located throughout the lobby of the Building Department as well as Planning Department. Customers are served using the FIFO (First In First Out) method.

Below are the procedures:

1. The customer visits the Greeter's station to acquire a ticket.
2. The customer is briefly asked a set of questions in order to register him/her in the queuing system and route him/her according to their needs. Information requested is:
 - a. Customer name, phone number, and email address.
 - b. Purpose of the visit
3. Once the customer's needs are identified, he/she is issued a ticket and advised to wait until his/her ticket is announced.
4. Customers beginning the permit application process are routed to the Permit Process queue.
5. Once a process number has been issued, if the customer needs plans reviewed, he/she is routed to the Walk Thru Plan Review queue for assessment.
6. Customers who already have a process number and have plans to be reviewed are issued a ticket and routed directly to the Walk Thru Plan Review queue.
7. The Walk Thru Plan Review router reviews the plans and assigns the required disciplines (services).
8. The customer waits in the lobby until his/her ticket is announced.
9. Tickets are called a total of three times with one minute intervals before they are recycled. Recycled tickets are automatically placed at the bottom of the queue from which the ticket has been called from.
10. If a ticket, after being recycled and called a fourth time, does not respond, then the service is considered a "No Show" and ended.
11. Once all services have been completed, the ticket is closed.

12. If a customer, whose ticket has been closed, needs additional services, he/she must request a new ticket from the Greeter's desk.

Support

For issues experienced with Qmatic Orchestra, please contact the Records Manager, Victor Armendariz, at extension 4249 or via email at victorarmendariz@miamibeachfl.gov. If the Records Manager is not available, please contact the Development Review Services Coordinator, RaShonda Blatch, at extension 6621 or via email at rashondablatch@miamibeachfl.gov.

If neither the Records Manager nor the Development Review Services Coordinator is available, please contact Qmatic Support at 1-800-852-6768; Site No. 21995.

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: _____

7/7/2015

Revised 07/06/2015



Document Storage

POLICY

All physical documents submitted to the Building Department will be kept according to the guidelines as set forth by the General Records Schedule GS1-SL of the State of Florida.

PROCEDURE

Storage – (Original Hard Copy)

All physical documents received by the Building Department are submitted to the Records Management section. Below are the procedures for the storage and retrieval of original hard copy documents:

1. All documents are placed in storage boxes by record series title and fiscal year. The boxes also contain the description of the contents. The boxes are labeled using a specified naming convention. Example:

Permit applications: BUILD APP FY-###
Permit drawings: BUILD PLANS FY-###
CO/CC: BUILD CO/CC FY-###
2. Box information is recorded in the Storage Log within the Records Management Database according to its assigned records series title.
3. Drawings, permit applications, and all permit related documents are boxed up and prepared for the document scanning. The imaging vendor picks up the boxes to be scanned on a biweekly basis.
4. Once scanned, the document storage vendor picks up the boxes to be stored until retention has been met. All scanned documents are stored in the EDMS for **life**.
5. Documents that are not considered for scanning are sent directly to the document storage vendor until retention has been met.
6. Once retention is met, the Records Manager generates a Destruction Report which represents the boxes that are to be destroyed.
7. Then, a Records Disposition Request (Form 105) is created based on the results of the Destruction Report.
8. The Records Manager prints the Records Disposition Request, signs and dates it, scans it, and sends a copy to the City Clerk.
9. The City Clerk forwards a copy to the Internal Audit Department for review.
10. Once the audit is complete, the results are submitted to the City Clerk for review.
11. If no audit is required, the Internal Auditor signs, dates and forwards the copy to the City Clerk.
12. The City Clerk signs, dates and forwards the copy back to the Records Manager.
13. The Records Manager emails the Destruction Report to the document storage vendor

- to schedule the boxes for destruction.
14. Once the boxes have been destroyed, the Records Manager receives a Destruction Certificate from the document storage vendor.
 15. The hard copy is kept in the Records Manager's office to be made available for inspection as prescribed by the General Records Schedule GS1-SL of the State of Florida. The scanned copy is stored in Laserfiche.

Laserfiche EDMS (Electronic Document Management System)

All documents contained in Laserfiche within the Building Department repository and are kept for **Life** retention. Scanned images are stored in TIFF format. Electronic (non-scanned) plans and documents are stored in PDF format. The process for storing files in Laserfiche is as follows:

1. The document scanning vendor delivers the scanned files on an external drive.
2. The files are uploaded to their corresponding directory and a copy is also saved on the external backup drive which is connected to the Records Manager's computer.
3. Backup procedures are as follows:
 - a. A series of differentials and one Weekly per week, and one Monthly per month as well as Year-end.
 - b. Differential backups are performed daily.
 - c. Third party software, NetBackup 7.1.0.3, is used to perform the backup.
 - d. Daily, weekly and monthly backups are stored on local disk drive(s). Tape drives are used for monthly and Year-end backups
 - e. Backups are stored both onsite and offsite. Offsite facility is maintained by a vendor contracted by the City of Miami Beach Information Technology Department.
 - f. For reliability and integrity purposes, partial restores performed on the Laserfiche server occur, on average, once every two weeks. Full machine restores are much less frequent but do occur and have been successful.
 - g. A local backup is stored on an external hard drive attached to the Building Department Records Manager's computer.

Reference:

Florida Statutes - Chapters 119 and 257
General Records Schedule GS1-SL

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: _____

7/7/2015

Revised 07/06/2015



MIAMIBEACH

Policies and Procedures

Drop off Plan Review

POLICY

The Building Department will provide drop off plan review services.

PROCEDURE

Applicants not eligible for walk thru or requesting drop off plan review will be directed to the router at the drop off plan review window. The applicant can submit two sets of plans, construction documents and a Plans Routing Sheet with the applicant information completed. The customer can be released and the documents received will be processed by staff. The applicant will be notified with information or pending items via e-mail.

First submittal with no process number

The drop off plan review router will review Plans Routing Sheet to verify that applicant information is complete. The router will complete the bottom section of the Plans Routing Sheet indicating the required reviews and indicate all items that are included in the submittal (structural calculations, energy calculations, special inspector form, cost affidavit, etc.).

The clerk in the drop off section will initialize the record in Permits Plus. Once the process number is created, the customer will be issued an invoice to pay the upfront fees. Customer will be directed to pay at the kiosk or cashier window.

Once the upfront payment has been confirmed, the plans will be forwarded to the plans room for creation of workflow and to begin the drop off plan review.

Re-submittals with process number

The drop off plan review router will review Plans Routing Sheet to verify that applicant information is complete. The router will complete the bottom section of the Plans Routing Sheet indicating the required reviews and indicate all items that are included in the submittal (structural calculations, energy calculations, special inspector form, cost affidavit, etc.). If the re-submittal requires a three times review or any other items pending and cannot be reviewed, the plans will be forwarded to the clerk. The clerk in the drop off section will contact the customer via e-mail to advise them of the items pending for plan review. If no items are pending, the plans and routing sheet will be forwarded to the plans room for creation of workflow and to begin the plan review process.

REFERENCE

-

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

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 2/9/2015

Revised 07/16/2014

Revised 02/09/2015



DropOff Plan Review

POLICY

The Building Department will provide drop off plan review services.

PROCEDURE

Plans Distribution

Plans examiners must open the “**Pending Plan Reviews For Drop-Offs**” report from the Report Manger and select a discipline from the drop down menu to view available reviews. Below are the procedures for distribution:

1. The plans room clerk picks up plans from the Drop-Off Intake section.
2. The plans room clerk will verify all required stamps have been applied.
3. Stamps are applied to both the front and back of plans.
4. Plans with a single page will have only one stamp on the front.
5. Each set of plans/documents must be stamped accordingly; Job Copy, and Office Copy. If stamps are missing, the plans room clerk will apply the stamps.
6. The plans room clerk will verify all pages have been perforated. If perforation is missing, the plans room clerk will perforate all pages.
7. The plans room clerk will verify the permit number and address are written on the plans/documents. If the permit number and address are missing, the plans room clerk will apply the permit number and address.
8. For permits that are submitted for the first time and have no prior workflows, the plans room clerk will:
 - a) Generate a workflow in the permitting system based on the Router sheet provided.
 - b) Enter the first comment in the PLANS folder with the customer’s name, phone number, and documents submitted as well as quantity. For example, “John Doe, 555-555-5555, 2 sets of drawings, 2 sets of calculations, 1 master”.
 - c) Enter the second comment with the documents submitted along with the bin assignment.
9. For permits that have been previously reviewed and are being submitted for re-review for corrections made, the plans room clerk will:
 - a) Generate a workflow in the permitting system based on the previous workflow. The disciplines to be assigned will be those that were denied in the previous workflow.
 - b) Enter the first comment in the PLANS folder with the customer’s name, phone number, and documents submitted as well as quantity. For example, “John Doe, 555-555-5555, 2 sets of drawings, 2 sets of calculations, 1 master”.
 - c) Enter the second comment with the documents submitted along with the bin assignment.

10. The plans room clerk will fill out a label with the customer's information, circle the trades that have been assigned to review, apply the bin number assigned and attach it to the outside of the expanding wallet.
11. The plans room clerk will place all letter to ledger size documents within the expanding wallet and attach them to the set of plans.
12. The plans room clerk will place the set within the assigned bin.
13. Plans Examiners must sign plans out using the **Plan Review Sign-Out Log** (Fig.2).
14. Plans returned by a plans examiner will be restocked in its originally assigned bin.
15. The plans room clerk will update each workflow with the status of the plans based on the plans examiner that last signed them out.
16. Once review is complete, plans are placed in the "Completed" bin.
17. The plans room clerk will verify all signatures against the approvals in the permitting system.
18. The plans room clerk will then notify the customer via phone or email.
19. Once the customer has been notified, the plans are moved to an assigned "Called" bin.
20. The customer will be notified a total of three times with one week intervals.
 - a) After the third notification, the plans room clerk will create a reminder in Outlook six months from the date of the last notification and place the plans in box labeled "Abandoned".
 - b) If the customer does not respond within 180 days from the last notification, the plans room clerk will change the status to Abandoned within the permitting system.
 - c) The plans room clerk will fill out the "**Abandoned Plans - Blank**" form (Fig. 3) with the date and name of the owner and then mail it with a return receipt to the owner using the address registered within the permitting system.
 - d) The plans room clerk will enter the date the letter was mailed as an L/H/N comment entry within Permits Plus.
 - e) The plans room clerk will create a reminder in Outlook for 14 days from the mailed date.
 - f) If the customer does not pick up the plans within the allotted time, the plans will be destroyed.
21. The customer must sign out plans/documents using the Plan Review Intake Log (Fig.1).

Expedited Plan Review

1. Customer will fill out the "Expedited Plan Review Request" form (Fig. 4). **Note:** Expedited reviews can only be performed on Saturdays unless otherwise specified by the Building Official.
2. The plans room clerk will create a request in the Expedited Plan Review Request Log within the Records Management Database.
3. The plans room clerk generates the Expedited Plan Review Report and emails it to the requested trades' chiefs.
4. The cutoff time to request expedited reviews is each Thursday at 3pm.
5. The plans room clerk will apply the Expedited Plan Review fees to the permit in the permitting system based on the trades that performed the overtime weekend review as well as notify the customer that the review is complete. **Note.** Refer to Fig. 5 for instructions on assessing the fees.

Fig. 3 Abandoned Plans – Blank Form

Print Form

 **MIAMIBEACH**
City of Miami Beach, 1700 Government Center Drive, Miami Beach, Florida 33139, www.miamibeach.fl.gov

Dear _____

We are notifying you as a courtesy that you have an abandoned set of plans at the Building Department. You will have 14 days from the date on this letter to pick up your plans. **If you have not picked up the plans by the allotted time, they will be destroyed.** You may pick up your plans at the following location:

City of Miami Beach
Building Department
2nd Fl. Records Management
Miami Beach, FL 33139

If you have any questions, please contact:

Erney Dukes
305-673-7610 ext. 6773
erneydukes@miamibeachfl.gov

Corey Jackson
305-673-7610 ext. 4133
coreyjackson@miamibeachfl.gov

Victor Ammendanz
305-673-7610 ext. 4249
victoramendanz@miamibeachfl.gov

You are contacted to provide services and/or services not available to all areas. For more information, please contact your local office.

Fig. 4: Expedited Plan Review Request Form

 **MIAMIBEACH**

Building Department
1700 Government Center Drive, 2nd Floor
Miami Beach, Florida 33139
City of Miami Beach, 305-673-7610 ext. 1800
www.miamibeachfl.gov/Building

EXPEDITED PLAN REVIEW REQUEST

Date _____

Attn: Building Official _____

Name _____ Owner Developer Contractor

Phone # _____

Physical Address/Project Name _____

Company Name _____

Telephone _____

Email _____

REQUESTED REVIEWS
Review fee is \$250.00 for each review requested

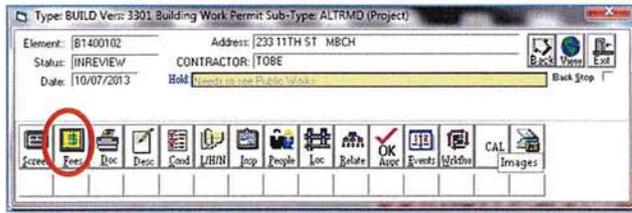
Building
 Electrical
 Flood Plain Compliance
 Mechanical
 Plumbing
 Structural
 Elevator

Signature _____

Print Name _____

Fig. 5: Assessing Expedited Plan Review Fees

1. In Permits Plus, search for the permit requested and click on the "Fees" button.



2. Click on the "Assess Additional Fee" button.



3. Select **Fee Item 895** and fill out the following fields: **Amount (\$250)**, **Initials**, and **Notation** and click the "**Assess Adtl Fee**" button. **Note:** You must create a fee entry for each review requested. For example if Electrical, Mechanical, and Plumbing are selected, then there must be **three** individual entries created.
 - a. In the example below, the review fee was added for an Electrical review acknowledging the specific plans examiner. Therefore, the Notation field must have the following wording: "Sat. 10/19/13 - Expedited Plans review (ELECTRICAL) by Eric Merced, Sr. Electrical Inspector".

Fee Item	Description	Account Code
835	Expedited	0111510000312
840	Permit Extensions	0118000322905
850	Elevator Lockboxes	0118000322915
855	Bldg. Dev. Proc. - Fire	0118000322910
865	Fire Permit Fees	0118000322640
868	Fire Occupant Content	0118000322900
890	Bldg Dept Contractor OT	6017000229268
895	Bldg Individual OT	6017000229268

Fee Item: 895 Desc: Bldg Individual OT
Account Code: 6017000229268
Amount: \$250.00 User Id: BUILMOLS
Initials: SMJ Date: 10/15/2013
Notation: Est. 10/19/13 - Expedited Plans review (ELECTRICAL) by Eric Med

Additional fees

Entered	Amount	Fee Item	Description	Use Id	Notation
---------	--------	----------	-------------	--------	----------

Additional Fees: \$0.00 Total Fees: \$617.01 Balance: \$0.00

4. When finished adding entries, click **Exit**.

PREPARED BY: Building Department

APPROVED BY: 
Building Director

DATE: 7/7/2015

Revised 07/06/2015



MIAMIBEACH

Policies and Procedures

Dual Occupancy

POLICY

Dual Occupancy for commercial spaces less than 750 sq. ft. can be approved as per Owner's request via Building Permits.

PROCEDURE

To complete a permit application for a dual occupancy, the applicant must state that this is a Change of Use on the description section of the application. The description on the permit application and plans shall define clearly the intention of compliance with all requirements for both Occupancies **at the same time and all the times**. The total area to be occupied shall be less than 750 sq. ft. of usable space (not including bathrooms, A/C closets, etc.). These commercial spaces can be classified as Group M, Mercantile (**retail stores**) and Group B, Business (**professional offices, not including medical doctors**) only, at the same time.

The plans will be reviewed for compliance with all applicable codes and regulations. Once the permit is approved, the inspections are completed, and the permit is in FINAL status, **two** Certificate of Occupancies will be issued, one for each Occupancy and Use. Each Certificate of Occupancy will be assessed fees accordingly. The space can be rented for any of these uses without any other Certificate of Occupancy.

Any other Occupancy or Use will require a Change of Occupancy permit.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 3/14/2014

Revised 03-14-2014

Policies and Procedures

Elevator Permit Submittals

POLICY

The Elevator Safety Division is authorized by the Florida Building Code to establish the minimum requirements to safety guard the public health, safety and general welfare to life and property from fire and other hazards attributed to the built environment.

PROCEDURE

After an applicant has submitted plans, calculations, survey, and a permit application to the permit counter, obtained a process number and paid the upfront processing fees for an elevator permit they may submit a Permit Application to the permit counter.

The following items will be required:

- **Completed Permit Application** (ensuring that property information and description of work is provided and that contractor signature is notarized and original.)
- **Copy of Contract** agreement between client and contractor to ensure scope of work is accurate.
- **Two (2) Sets of Plans** on 24"x 36" minimum sheet size with a 1/4" = 1' - 0', scale floor plan, drawing details at a larger scale as needed and specifications with architect or engineer stamp of approval and only if applicable provide motor specification if new motor will be installed
- **Elevator Code Compliance Affidavit** (For Contractors Only) Prior to submittal of the "Elevator Code Compliance Affidavit" form, please be sure to fill out all required areas, along with TABLES A and B and the appropriate code compliance with original signature and date.

The permit counter will issue a process number for the elevator permit and provide the applicant with an invoice for payment. Both sets of plans will be perforated and stamped to indicate Office Copy and Job Copy. Next, the applicant must obtain approval from the Elevator Division and Electrical Department. Elevator permit plans may be reviewed by other trades if applicable.

After the approval of the plans examiner and payment has been made, the applicant will need to return to the permit counter to obtain the Elevator Permit. The applicant will keep one set of plans and one set will be retained by the Building Department.

REFERENCE

- *Florida Building Code 2010*
- *ASME A17.1 - 2009*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 7/24/2014



MIAMI BEACH

Policies and Procedures

Expedited Plan Review

POLICY

The Building Department may provide expedited plan review services.

PROCEDURE

Expedited plan reviews are offered at a rate of \$250.00 for each discipline requested. The Expedited Plan Review Request form may be submitted via email to planreview@miamibeachfl.gov or in person at the Drop-Off window of the Records Management office in the Building Department located on the 2nd floor of City Hall. Requests are accepted from 8 A.M. until 3 P.M., Monday through Thursday.

Reviews are completed over the weekend. Applicants will be notified the following Monday and are required to pay the invoice prior to pick up of plans.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: _____

6/10/2014

Revised 07-24-2013

Revised 07-29-2013

Revised 06-11-2014



MIAMIBEACH

Policies and Procedures

Expired Permits

POLICY

Permits shall expire if the work is suspended or abandoned for a period of 180 days as directed by the Florida Building Code 2012 section 105.4.1.

PROCEDURE

Contractors submitting a Permit Application will be stopped if they have any expired permits. The expired permits must be closed by inspection or a change of contractor must be submitted before any new permits may be obtained.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 7/29/2013

Revised. 07-24-2013



MIAMIBEACH

Policies and Procedures

Flooring Permits

POLICY

All commercial properties, including condominium units, are required to obtain a permit for flooring (tile, wood, marble) when the installation occurs in any floor/story above lobby or occupied areas.

PROCEDURE

Interior Only Flooring permits are issued over the counter. No reviews or approvals are required to issue the permit. The description on the Permit Application must state Interior Flooring Only _____ sq. ft. The contractor will need to submit the Flooring Permit Affidavit with the Building Permit Application and all of the required attachments listed on the flooring affidavit.

A soundproofing inspection and final inspection will be required.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 3/14/2014

Revised 07-24-2013

Revised 07-29-2013

Revised 03-14-2014

MIAMIBEACH

Policies and Procedures

Inspections

POLICY

The Building Department will conduct inspections to insure that construction and development is compliant with the Florida Building Code and all other applicable codes.

PROCEDURE

Construction undertaken with an approved Building permit will be inspected by certified inspectors for code compliance and compliance with the approved set of construction drawings. On the first inspection all correction comments shall be provided to the contractor. Any subsequent re-inspections shall be conducted by any available inspector for that discipline. No new comments should be added to the original list of comments without approval from the section Chief and the Building Official. Any new comments generated on re-inspections shall relate back to one of the original comments.

Applicants can request overtime inspections in writing to the Building Official's office.

Any inspection which has failed three times will be assessed a re-inspection fee for any subsequent inspection. The re-inspection fee must be paid before scheduling any additional inspections.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: 12/16/2014

Revised. 12/15/2014

MIAMIBEACH

Policies and Procedures

LIGHTWEIGHT INSULATING CONCRETE FOR ROOFS

POLICY

The Department will ensure that the Lightweight Insulating Concrete (LWIC) for Roofs Applications are processed according to the following procedures.

PROCEDURE

Permit package application for Light Weight Insulating Concrete Roofs is to be completed and submitted once a Master Permit is issued. The permit application for Lightweight Insulating Concrete must be signed by the Master Permit Contractor of Record and the Sub-contractor.

The applicant must submit a Permit Application referencing the Master Permit Number. The Permit Application Form can be obtained at www.miamibeachfl.gov.

The following must be met for the Permit Application to be accepted:

1. **Completed Permit Application** (ensuring that property information and description of work is provided and that contractor signature is notarized and original).
2. **Two Sets of the Roof Plan**
3. **Two Sets of the Product Control Approval** (The Notice of Acceptance, N.O.A,) for Lightweight Insulating Concrete Systems)
4. **Two Sets of the "Lightweight Insulating Concrete (LWIC) Special Inspector Report** (Signed and Sealed by Engineer/Architect).
5. **Two Sets of the "Notice to City of Miami Beach Building Department of Employment as Special Inspector under the Florida Building Code"** (Signed and Sealed by Engineer/Architect).
6. **Two Sets of Documentation Certifying Installer by the Lightweight Insulating Concrete Deck Manufacturer.**

INSPECTIONS

The Permit Holder shall request for an In-Progress Inspection 48 hours prior to the pouring of the Lightweight Insulating Concrete before requesting the Final Building Inspection.

Note: The Special Inspector Report for each building must be displayed in a convenient location on the site for reference by the City of Miami Beach Building Inspector.

The lightweight concrete installation report shall include:

1. Job log with the following information:
 - a. Cast Density recordings/hour
 - b. Current LWC Product Approval
 - c. Date of Installation and Job location
 - d. Results of Field Tests
2. Verification of equipment calibration
3. Installation of required venting of the LWC
4. Installation of expansion joints if required

REFERENCE

- Florida Building Code, 2014 (1917.2.1, 2.2, 2.3, 2.4)

PREPARED BY: Building Department

APPROVED BY:  _____

Building Director

DATE: 9/17/2015



Low Voltage Alarm Labels

POLICY

The Department will make uniform basic low voltage alarm labels available for purchase by registered or certified contractors pursuant to Florida Statute 553.793.

PROCEDURE

To Purchase Labels

Permit Applications for low voltage alarm labels (LV labels) are completed and submitted to a permit clerk at the permit counter. All Permit Applications for LV labels must be signed by a certified or registered contractor. The permit clerk will initialize a project in Permits Plus with composition BLVOLT LVLABEL, enter the number of LV labels to be purchased and attach the contractor. The permit clerk will provide an invoice and direct the customer to make the payment online, at the kiosks or at the Finance Department cashier.

The customer must return to the permit counter and provide proof of payment to obtain the LV labels. The permit clerk will obtain the labels from the Chief Electrical Inspector and update the Permits Plus record description with the LV label numbers (for example: MB1400101 – MB1400200) issued. The labels are valid one (1) year from the date of purchase.

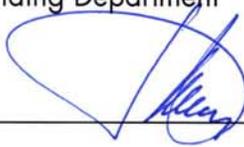
Low Voltage Alarm System Installations

Once a low voltage alarm system is installed, a Uniform Notice of Low Voltage Alarm System Project form must be submitted via e-mail to Applications@miamibeachfl.gov. The permitting section shall create a BELEC LOWVOLT activity related to the project used to purchase the labels attaching the contractor and APO (address, parcel, and owner) information. The record will be issued with no approvals and no fees in addition to those paid when the label was purchased. The permit clerk will then change the record status to Final based on the statement of inspection contained within the Uniform Notice provided by the certified or registered contractor.

REFERENCE

- Florida Statute 553.793

PREPARED BY: Building Department

APPROVED BY: 

Building Director

DATE: 10/15/2013

Revised 10-15-2013



Master Permit Application Processing

POLICY

The Department will ensure that Permit Applications requiring plan review are processed according to the following procedures.

PROCEDURE

Permit Applications are completed and submitted by persons seeking to embark on a project that requires a permit and the review of project plans. Prior to the issuance of a process number and the review of project plans, the applicant must request a permit and submit all required documentation.

The process begins with a *Permit Application* completed by the property owner (individual or corporation) or the person authorized to do so by the property owner. The *Permit Application Form* can be obtained at the City of Miami Beach Building Department website at <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=38224>. In addition to the *Permit Application*, other required documents will need to be submitted and accepted prior to proceeding to the Plan Review Process.

The following requirements must be met for the *Permit Application* to be accepted:

1. **Completed Permit Application** (ensuring that property information and description of work is provided and that all signatures are notarized and original.)
2. **Proof of Ownership must be documented if ownership cannot be verified via Permits Plus as follows:**
 - If the person applying for the permit is the owner of the property, please provide a copy of the recorded warranty deed
 - If the person signing the *Permit Application* is not the owner of the property, please provide the following documents:
 - *Power of Attorney* or Original Authorization Letter from the Owner to the Agent
 - Copy of Lease Agreement
 - If the owner of the property is a corporation, provide the corporation's Officer/Director Detail from www.sunbiz.org
3. **Owner/Builder Affidavit** (For Owner/Builder Permits Only)
 - Owner of the property must come in person to sign the *Permit Application*
 - Owner of the property must be present to sign the *Owner/Builder Affidavit*
4. **Contractor required documentation includes:**
 - State or municipal contractor's license

- Liability Insurance (Certificate of insurance must list the City of Miami Beach as Certificate Holder)
 - Workman's Compensation Insurance or State of Florida Exemption (Certificate of insurance must list the City of Miami Beach as Certificate Holder)
 - If a Worker's Compensation Exemption is submitted, a completed Worker's Compensation Notice to Owner form is required
 - Business Tax Receipt (state or municipal licensed contractors)
 - Municipal Contractor's Business Tax Receipt (municipal licensed contractors only)
5. **Dry Run Submittal** (Contractor to be determined (TBD))
 6. **Completed LEED Project Application** (only for projects seeking Leadership in Energy and Environmental Design [LEED] certification)
 7. **Up-front permit fee payment** (non-refundable) – The up-front fee is 20% of the total permit cost or the minimum permit fee, whichever is greater. The outstanding balance of the permit must be paid prior to the issuance of the permit.

When the *Permit Application* is submitted to the Building Department, the Permit Clerk initializes the permit in *Permits Plus* by inputting the provided information as follows:

1. The Permit Clerk logs into *Permits Plus* using his/her log-in privileges.
2. From Main Menu, select **A/P/D's**.
3. Select **Initialize Activity**.
4. Select the composition type from list provided.
5. Select **Initialize**.
6. Complete each of the required fields.
7. Then select **Initialize**. A process number is then generated by *Permits Plus* and is to be written on the *Permit Application* by the Permit Clerk.
8. Select **Screens** button and complete applicable fields from information provided in *Permit Application*.
9. Once number 8 is completed, select "ok_APPR" button to document any permit application deficiencies in the **Permit Intake Approval** field in *Permits Plus*.

The customer is then required to make the up-front permit fee payment. He/she may do so by:

- a. Paying with a credit/debit card via www.velocityhall.com (payment automatically posts to *Permits Plus*)
- b. Paying with cash, check, cashier's check or money order at the Finance Department cashier window located on the first floor of City Hall (Finance Department cashier must apply payment to *Permits Plus*)
- c. Paying with a credit/debit card at the payment kiosks located in the Building Department lobby (payment automatically posts to *Permits Plus*)

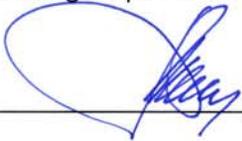
Applications proceed to plan preparation and creation of work flow process. Please refer to Plan Preparation and Creation of Work Flow Process.

REFERENCE

- Chapter 8, *Miami-Dade County Code*
- Chapter 489, *Florida Statutes*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: 6/9/2014

Revised: 06-18-2012

Revised: 07-29-2013

Revised: 06-09-2014

MDC Electronic Municipal Plan Submittal and Review

POLICY

The Building Department will submit plans electronically for review by Miami Dade County plans examiners.

PROCEDURE

Applicants that submit plans for Drop Off and need DERM plan review shall submit the Miami Dade County (MDC) Municipal Plan Review Application, Plans Routing Sheet and three sets of pertinent construction documents to the Drop off Plan Review Window. For Walk-Thru projects, applicants that need DERM plan review can submit the Miami Dade County (MDC) Municipal Plan Review Application, Plans Routing Sheet and one set of plans at the end of the first Walk-Thru to the Drop Off Plan Review Window.

First submittal

The clerk shall write the Miami Beach process number in the upper right hand corner of the MDC Permit Application after initializing the record in Permits Plus. Once the router and clerk have completed the drop off plan review tasks the 3rd set of plans along with the MDC Permit Application and documents required for the DERM review will be forwarded for electronic submittal. The MDC e-plan review section will complete the following tasks:

- Log in to the MDC permitting system to create the process number and tracking number for MDC electronic reviews.
- Write the process and tracking number in the upper right hand corner on the MDC Permit Application.
- Enter the receipt of documents, process and tracking numbers in the Permits Plus *Approvals* screen item 10 D.E.R.M. (Env Res Man).
- Prepare the vendor work order for each project, daily list of submittals and package for vendor pick up.

The plans and documents will be picked up by the vendor to be converted to digital format. Once the items are in digital format they will be uploaded in the MDC system and the amount charged by the vendor and the comment that the plans were uploaded in MDC system will be assessed on the record in Permits Plus.

Re-submittal

The applicant will submit one set of revised pages to be used for the MDC e-plan review in addition to the new pages incorporated into the two permit record sets. This additional set of revised plans and any additional documents submitted will be forwarded for electronic submittal. The MDC e-plan review section will complete the following tasks:

- Enter the receipt of documents in the Permits Plus *Approvals* screen item 10 D.E.R.M. (Env Res Man).

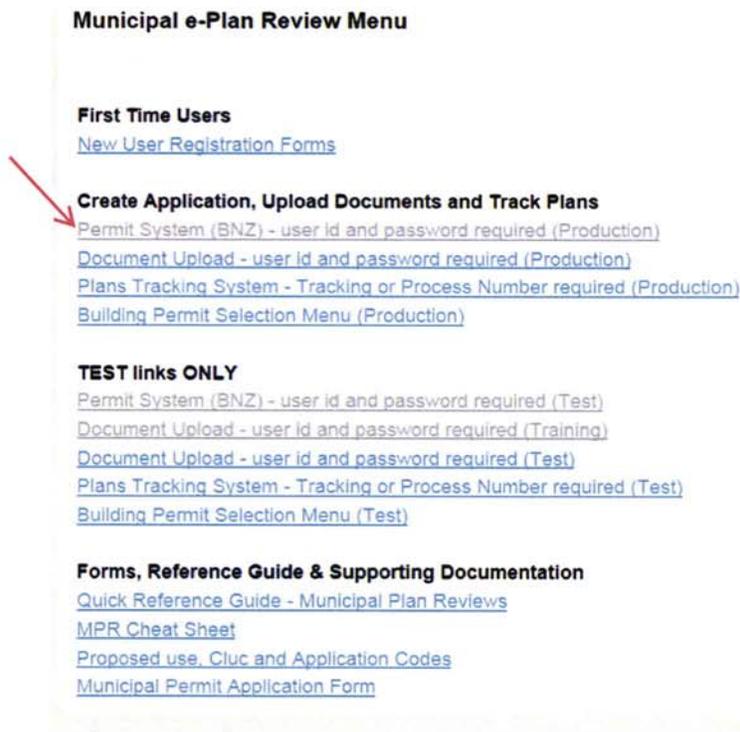
- Prepare the one vendor work order for each project, daily list of submittals and package for vendor pick up.

The 3rd set of plans and documents will be picked up by the vendor to be converted to digital format. Once the items are in digital format the paper plans will be disposed of by vendor, the digital files will be uploaded in the MDC system and the amount charged by the vendor will be assessed on the record in Permits Plus.

Log in to MDC system

Log in to the MDC permitting system at the following link:

<https://bldgadmin.miamidade.gov/mpr/mpr.asp> and select Permit System (BNZ).



Municipal e-Plan Review Menu

First Time Users
[New User Registration Forms](#)

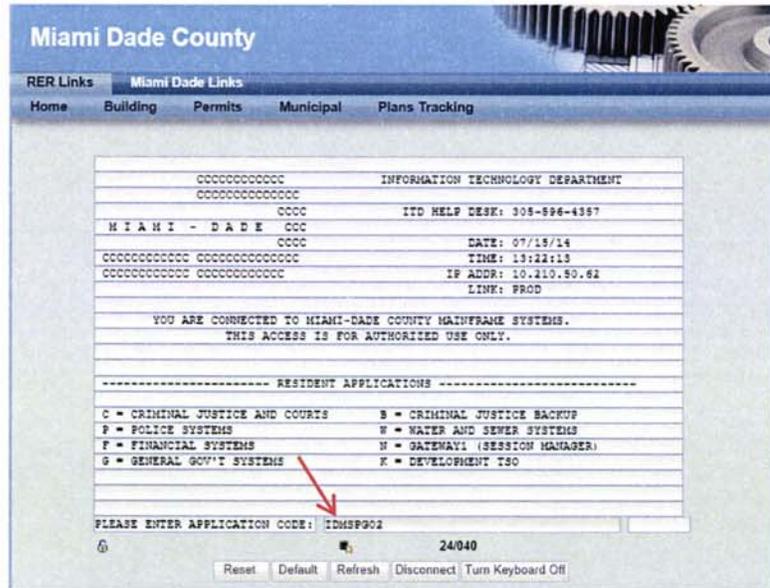
Create Application, Upload Documents and Track Plans
[Permit System \(BNZ\) - user id and password required \(Production\)](#)
[Document Upload - user id and password required \(Production\)](#)
[Plans Tracking System - Tracking or Process Number required \(Production\)](#)
[Building Permit Selection Menu \(Production\)](#)

TEST links ONLY
[Permit System \(BNZ\) - user id and password required \(Test\)](#)
[Document Upload - user id and password required \(Training\)](#)
[Document Upload - user id and password required \(Test\)](#)
[Plans Tracking System - Tracking or Process Number required \(Test\)](#)
[Building Permit Selection Menu \(Test\)](#)

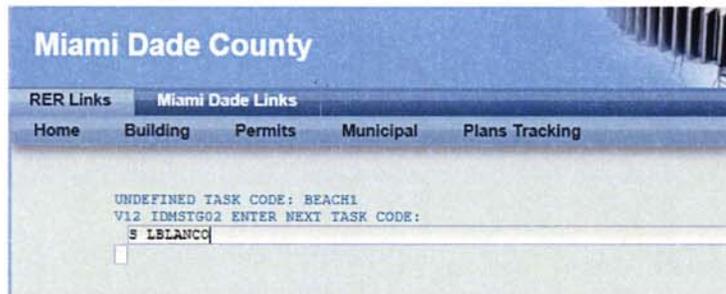
Forms, Reference Guide & Supporting Documentation
[Quick Reference Guide - Municipal Plan Reviews](#)
[MPR Cheat Sheet](#)
[Proposed use, Cluc and Application Codes](#)
[Municipal Permit Application Form](#)

This can also be accessed directly at: https://was8exp.miamidade.gov/Municipal3_PR/.

Enter application code IDMSPG02 for the production (LIVE) environment and <Enter>:



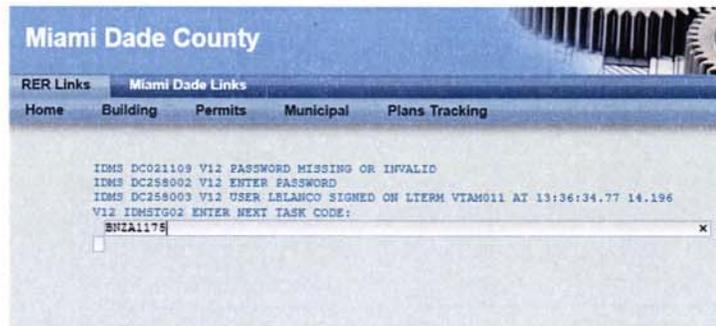
Then enter S<space> and user id and <Enter>:



Enter the password and <Enter>:

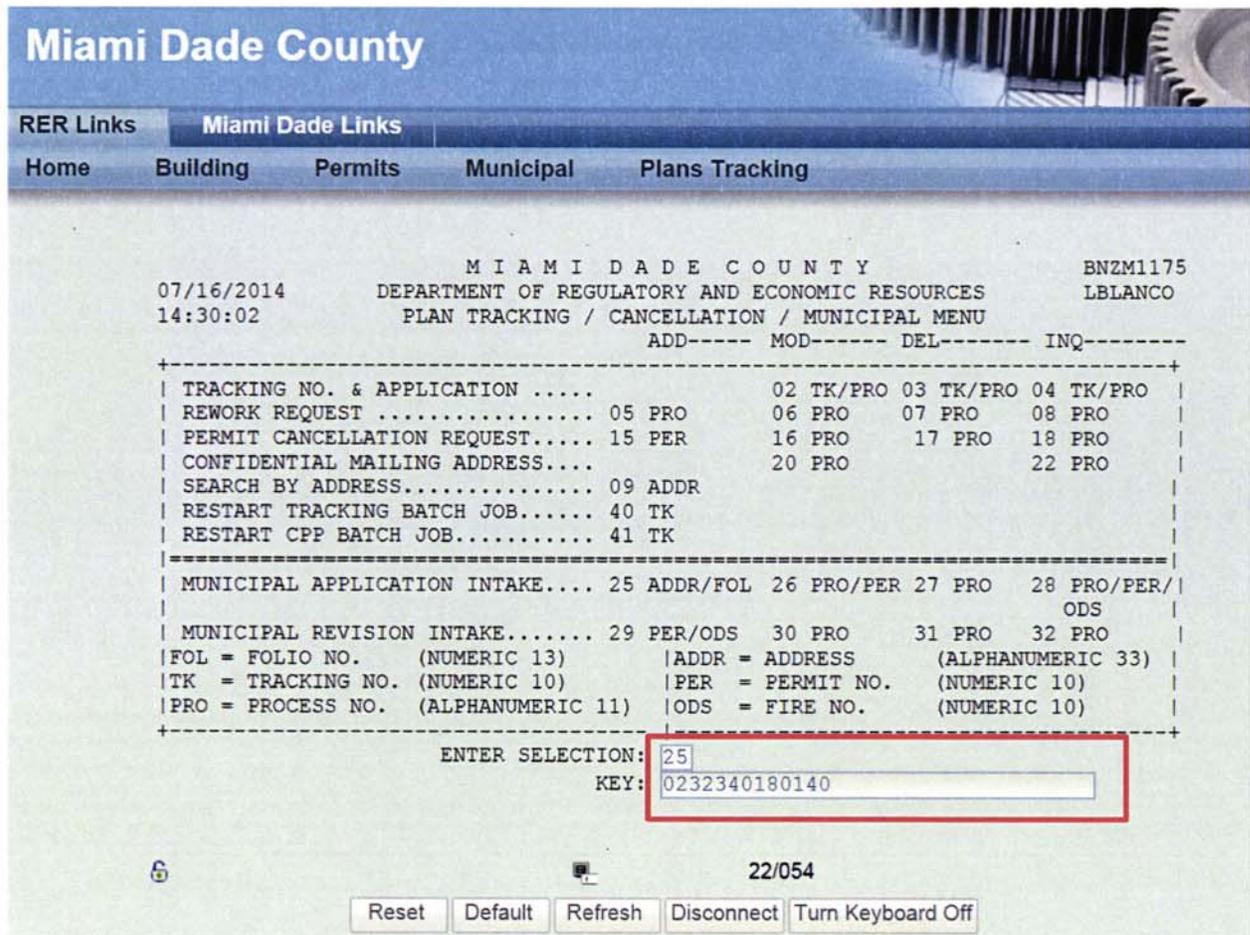


Then enter BNZA1175 and <Enter>:



Create a new process and tracking number

Enter 25 to create an application, 26 to modify an application or 29 to revise an application in the ENTER SELECTION field. Enter the address or folio number in the KEY field and the <Enter>:



Complete the data entry from the MDC Municipal Application on the next screen:

- Contractor # - enter license number or DRYRUN

- Qualifier # - Last (4) digits of Qualifier # or 1111
- Application Type – as indicated on the list provided by MDC
- SQ. FT. – as indicated on MDC Municipal Application
- Units - as indicated on MDC Municipal Application
- Floors - as indicated on MDC Municipal Application
- CLUC Code – populated by system from address/parcel or four digit code as indicated on list provided by MDC
- PL TRACK (Y/N) - Y
- Permit Type – as indicated on MDC Municipal Application; typically MBLD; additional options are MELE, MLPG, MMEC, FIRE
- Categories - as indicated on MDC Municipal Application in "Permit Type"; codes are listed
- Pro Use – proposed use, listed as Current use of property on the MDC Municipal Application; use four digit code from list provided MDC
- Contact name, address and phone number (no special characters)
- A/E – Architect and/or Engineer
- Estimated value - as indicated on MDC Municipal Application

Miami Dade County

RER Links Miami Dade Links

Home Building Permits Municipal Plans Tracking

AMUNAPPL DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES BNZM7050
 07/16/2014 ADD MUNICIPAL APPLICATION LBLANCO
 14:33:25
 CLERK INITIALS LBLANCO APPLICATION DATE 07162014 PROCESS NO. 0000000000

ADDRESS/APT # 1616 ALTON RD # FOLIO 0232340180140

CONTRACTOR # NAME
 QUALIFIER # 0000 NAME
 APPLICATION TYPE SQ FT UNITS FLOORS
 CLUC CODE 0011 RETAIL OUTLET PL TRACK(Y/N) WALK THRU(Y/N) Y
 PROCESS NO. PLANS ARE TO BE FILED WITH PROCESSING(Y/N/O) Y
 PERMIT TYPE CATEGORIES
 PRO USE R/C
 CONTACT NAME
 ADDRESS
 CITY STATE ZIP PHONE 0000000000
 A/E NAME
 OWNER NAME ARRP MIAMI LLC ESTIMATED VALUE
 LEGAL COMMERCIAL SUB PB 6-5 LOT 5 BLK 45

PF1 = UPDATE PF8 = NEXT PROCESS PF12 = PLAN TRACKING PF6 = PRINT APPL
 NEXT SCREEN NEXT KEY DEST = BZCP
 ENTER INFORMATION AND DEPRESS PF1 TO CREATE APPLICATION

07/015
 Reset Default Refresh Disconnect Turn Keyboard Off

Select PF1 = UPDATE to create this record and obtain process number, write process number in the upper right side corner of the MDC Permit Application.

Miami Dade County
RER Links Miami Dade Links
Home Building Permits Municipal Plans Tracking

AMUNAPPL DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES BNZM7050
07/16/2014 ADD MUNICIPAL APPLICATION LBLANCO
15:03:57
CLERK INITIALS LBLANCO APPLICATION DATE 07162014 PROCESS NO. M2014009876
ADDRESS/APT # 1616 ALTON RD # FOLIO 0232340180140
CONTRACTOR # DRYRUN NAME
COMPLETED # 1111 NAME

Select PF8 = NEXT PROCESS to create multiple process numbers for ~~one plan~~ various permits with one tracking number. Select PF12 = PLAN TRACKING when you are done creating the process number(s) for the plan.

Complete the data entry on the next screen to create tracking number:

- Last name and first name of applicant
- At least one phone number must be entered in the available fields
- Plans Paper (P) or CD (C) – always enter C
- E-Mail – REQUIRED
- Enter the City of Miami Beach process number in the comment field and a backup e-mail address if provided

Miami Dade County
RER Links Miami Dade Links
Home Building Permits Municipal Plans Tracking

ATRACKNO DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES BNZM1176
07/16/2014 ADD PLAN TRACKING NUMBER LBLANCO
15:13:35 PAGE: 1

TRACKING NO.: 0214009876 APPLICATION DATE: 07162014 PLANS-PAPER(P) OR CD(C): C
LAST NAME: SMITH FIRST NAME: JOHN
BEEPER: 000 0000000 CELLULAR: 000 0000000 EXPEDITE FLAG:
OFFICE PHONE: 000 0000000 HOME PHONE: 305 5555555 DESC:
COMMENTS: E-MAIL: johnsmith@aol.com
B1402563

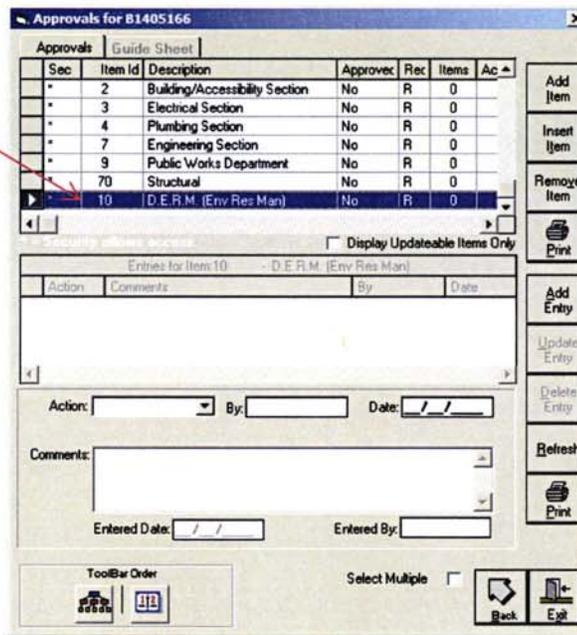
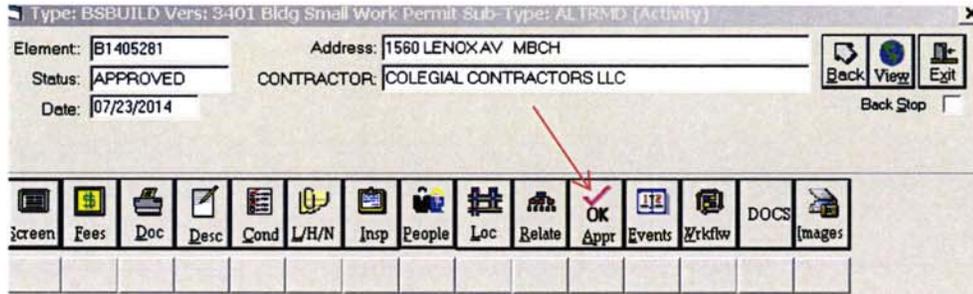
PROCESS:
M2014009876

PF1 = UPDATE PF7 = BACKWARD PF8 = FORWARD PF9 = ADD FEES
NEXT SCREEN [] NEXT KEY [] PF10 = EXIT CLEAR = PREV SCR
YOU MUST ENTER THE EMAIL ADDRESS.
09/010
Reset Default Refresh Disconnect Turn Keyboard Off

Select PF1 = UPDATE and the following message will be displayed at the bottom of the screen:

PLANS TRACKING NUMBER HAS BEEN CREATED SUCCESSFULLY

Write tracking number in the upper right side corner of the application.
The process and tracking numbers will be entered in the Permits Plus Approvals screen item 10 D.E.R.M. (Env Res Man).



To enter another application in the system, select the ESC key.

To log off the system, select f10 and then type "bye".

Converting paper plan submittal to digital format

Prepare one Work order for each submittal and the Daily List of Submittals. Work Order form and Daily List of Submittals can be found at:

<F:\BUILD\PLAN REVIEW\Forms>

Work Order Form:

- Enter date and time ordered.
- Select Requestor from the drop down menu.
- Enter MDC tracking number.
- Enter CMB process number.
- Check documents submitted.
- Select from the drop down menu and select the sheets size.
- Enter any special instructions.
- Print the form and save it as Microsoft XPS document.

Print Form

BLUEDIGITAL WORK ORDER

7290 NW 7th Street, Unit 107, Miami, Florida 33126
 Email file to: production@bluedigitalus.com

Phone: (305) 262-4920 Fax: (305) 262-4922
 For pick-up please call: (305) 262-4920

www.bluedigitalus.com

COMPANY NAME/DEPARTMENT: City Of Miami Beach		DATE/TIME ORDERED:		
ADDRESS: 1700 Convention Center Drive		TELEPHONE: 305-673-7610		
REQUESTOR:				
TRACKING NUMBER:		CMB PROCESS NUMBER:		
SCANNING OF BUILDING PLANS TO PDF - UPLOAD PROJECT ON SECURE FTP SITE				
SALES TYPE	DESCRIPTION	SIZE	SPECIAL INSTRUCTIONS: (NEXT DAY SERVICE REQUIRED) INCLUDE BAR CODE ON FTP SITE	
MDC CPPS	<input type="checkbox"/> 1 Set of Plans			
	<input type="checkbox"/> Master Set			
	<input type="checkbox"/> Survey			
	<input type="checkbox"/> CMB Permit Application	<input type="checkbox"/> Elevation Certificate <input type="checkbox"/> Energy Calculations		8.5"x11"
	<input type="checkbox"/> MDC Permit Application	<input type="checkbox"/> Flood Proofing Certificate <input type="checkbox"/> NOA		
	<input type="checkbox"/> Narrative Response	<input type="checkbox"/> Plans Routing		

Daily List of Submittals:

- Enter MDC Tracking #, MDC Process Number, CMB Process Number, Date Sent and Time Entered for each process submitted for scanning.
- Print one Daily List of Submittals and packed with all projects submitted to Blue Digital.

CITY OF MIAMI BEACH - BUILDING DEPARTMENT

#	Tracking #	MDC Process Number	CMB Process Number	Date Sent	Time
1	0214011834	M2014011834	B1405975	09/04/2014	9:33 AM
2	0214011880	M2014011880	B1405928	09/04/2014	11:12 AM
3	0214011879	M2014011879	B1404114	09/04/2014	11:52 AM
4	0214011881	M2014011881	B1406066	09/04/2014	2:21 PM
5					

The vendor will pick up plans daily from the Municipal e-plan review section. Vendor contact information:

Blue Digital
 7290 NW 7th Street
 Miami FL 33126
 Tel: (305)-262-4920
 Fax: (305)-262-9422

The vendor will also drop off sets and CD's (or upload them to an FTP site) for those items picked up the previous day.

- All items listed on the invoice must have fees assessed on the records in Permits Plus. Forward invoices Weekly, every Friday to Administrative Services to validate monthly bill from vendor for payment processing.
- Digital drawings and documents must be uploaded to the Miami Dade County system.
 F:\BUIL\E-PLAN REVIEW

Uploading plans and documents

To upload drawings select Document Upload on the system menu:

Municipal e-Plan Review Menu

First Time Users

[New User Registration Forms](#)

Create Application, Upload Documents and Track Plans

[Permit System \(BNZ\) - user id and password required \(Production\)](#)

[Document Upload - user id and password required \(Production\)](#)

[Plans Tracking System - Tracking or Process Number required \(Production\)](#)

[Building Permit Selection Menu \(Production\)](#)

TEST links ONLY

[Permit System \(BNZ\) - user id and password required \(Test\)](#)

[Document Upload - user id and password required \(Training\)](#)

[Document Upload - user id and password required \(Test\)](#)

[Plans Tracking System - Tracking or Process Number required \(Test\)](#)

[Building Permit Selection Menu \(Test\)](#)

Forms, Reference Guide & Supporting Documentation

[Quick Reference Guide - Municipal Plan Reviews](#)

[MPR Cheat Sheet](#)

[Proposed use, Cluc and Application Codes](#)

[Municipal Permit Application Form](#)

Enter username and password:

MIAMI-DADE COUNTY

Miami-Dade County, Florida
Regulatory and Economic Resources Department
Document Upload

Username

Password

Login Clear

© 2013 Information Technology Department v1.4

Enter the tracking number and select Verify Tracking Number:

MIAMI-DADE COUNTY

Iblanco (02 - L.A.M)
Miami-Dade County, Florida
Regulatory and Economic Resources Department
Document Upload

1 Tracking Number

2 Select files to upload by pressing the Browse button. When done, press the Upload Files button.

3 Submit Request New Request

Click browse to select a file to upload and select Upload Files. Once all of the documents are uploaded select Submit Request. If the upload was successful the screen will have ok by each item and a comment below:

Files Submitted

File Name	Status
B1204083_A-2.pdf	OK
B1204083_A-3.pdf	OK
B1204083_E-1.PDF	OK
B1204083_FA-1.PDF	OK
B1204083_Survey.pdf	OK

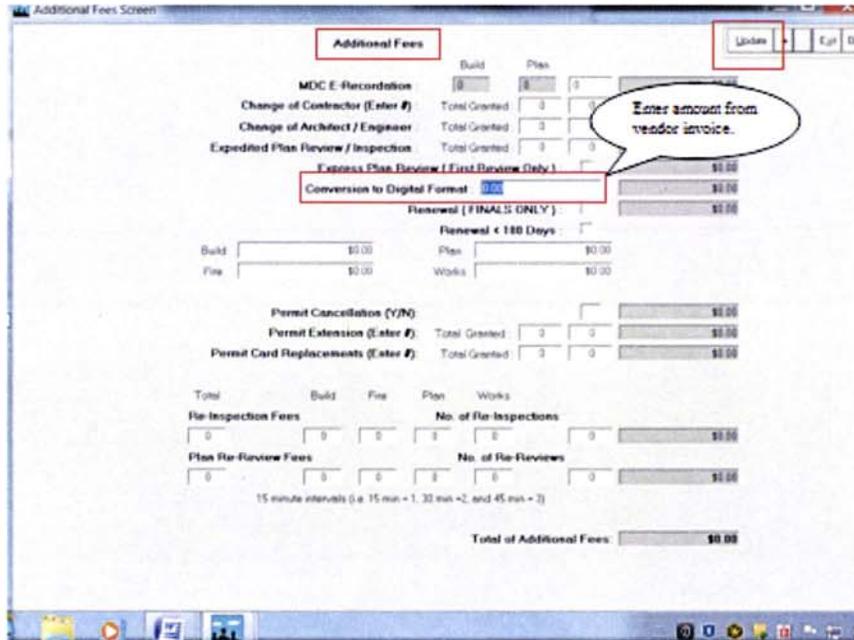
Import request submitted to CPP.

3 Submit Request New Request

If there is an error message at the bottom, the file status of one or more items will not be "OK". None of the files uploaded will be submitted and this process will need to be performed again from the beginning.

Accessing Conversion to Digital Format Fees in Permit Plus

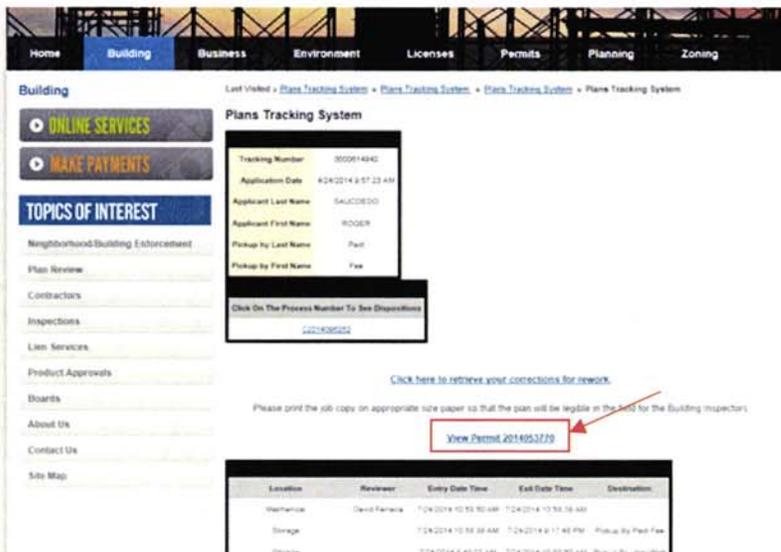
- Enter Conversion to Digital Format amount from vendor invoice in permit plus Additional Fees Screen and Update. Values will be accumulated each time a new amount is enter.



Dispositions received from MDC

When e-mail is received from MDC that process is approved/disapproved by MDC, result are recorded in Permit Plus approval screen item 10. Permit shall be "Issue" by MDC prior to enter "AP" in Permit Plus Approval screen item 10.

Permit was "Issued" by MDC if permit number appear in MDC Plans Tracking System.



MDC Final Approved Documents

The final approved cover page will be downloaded from the MDC system and Uploaded to the LaserFiche drive F:\BUIL\E-PLAN REVIEW\LaserFiche Drive for Records Management Group.

REFERENCE

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: _____

9/23/2014

Revised 09/16/2014



Minimum Value for New Construction and Alteration

POLICY

The Building Official has established a minimum job value per square foot for new construction and alterations.

PROCEDURE

The following minimum values established by the Building Official are effective Tuesday, May 28, 2013:

- Minimum value for new construction shall be \$85.00 per square foot
- Minimum value for alteration/remodeling shall be \$50.00 per square foot

The permit system, Permits Plus, calculates the minimum job value for new construction and alterations based on the square footage entered. The Permit Clerk may increase the job value for new construction and/or alteration based on the information contained on the Building Permit Application. The Permit Clerk may not decrease the job value for new construction and/or alteration below the minimum value.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 7/29/2013

Revised. 07-24-2013



MIAMIBEACH

Policies and Procedures

Notice of Commencement

POLICY

Before commencing to improve any real property or recommencing completion of any improvement after default or abandonment, an owner or the owner's authorized agent shall record a notice of commencement.

PROCEDURE

The Building Department requires a recorded notice of commencement prior to issuing a master permit, standalone permit or a change of contractor on a master or standalone permit. All submitted notice of commencements must be recorded at the Miami Dade County Clerk of Courts.

The three options for recording a notice of commencement are as follows:

- Submit the original notice of commencement in person, along with the appropriate fees, to the main office located at the Courthouse East Building, Recording Department, 22 N.W. 1st Street, First floor, Miami, Florida 33128.
- Mail the original notice of commencement along with the appropriate fees to Miami-Dade County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101.
- Submit the notice of commencement to the permit counter in the Building Department. The permit clerk will assess the e-recording fee of \$10.00 per page to your permit. Once the e-recording fees have been paid, your notice of commencement will be transmitted for recording electronically within 24 hours. The recorded notice of commencement may be downloaded and or printed from the Clerk of Courts website: <https://www2.miami-dadeclerk.com/officialrecords/Search.aspx>.

REFERENCE

- *Florida Statute 713.13*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 6/9/2014

Revised: 06-09-2014



MIAMIBEACH

Policies and Procedures

Payments

POLICY

Payments shall be made for fees assessed by the Building Department.

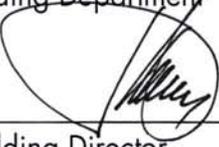
PROCEDURE

Payments may be made online at www.velocityhall.com using a valid debit/credit card.

Payments may be made at the kiosks located on the 2nd floor of City Hall in the Building Department using a valid debit/credit card.

Payments may be made at the Finance Department cashier's stations located on the 1st floor of City Hall and at the Customer Service Center of the Meridian Building using a valid debit/credit card, cash, money order or check. Check payments will only be accepted from the contractor of record or the property owner.

PREPARED BY: Building Department

APPROVED BY: 
Building Director

DATE: 4/8/2014

Revised 02-06-2014

Revised 04-08-2014



MIAMIBEACH

Policies and Procedures

Permit Cancellation

POLICY

The Department will process permit cancellation requests when no work has been performed.

PROCEDURE

A permit can be closed when no work has been performed. The Permit Cancellation Request form will provide a notice to the Owner and Contractor that if the work has taken place they will be in violation of section 109.4 of the Florida Building Code.

1. The customer must submit the *Permit Cancellation Request Form* to the Administration office in the Building Department for review by the Building Official/Director.
2. Permits must be in APPROVED status.
3. The Permit Cancellation request form and all attached documents shall be forwarded to Records Management section.

If work has taken place as indicated by any inspection on the master permit or any sub-permit, a Change of Contractor must be submitted.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 1/8/2015

Revised 05-13-2013
Revised 07-29-2013
Revised 01-30-2014
Revised 02-04-2014
Revised 01-08-2015

Permit Extension, Renewal and Cancellation

POLICY

The Department will process permit extension, renewal and cancellation requests.

PROCEDURE

To close a permit all required inspections for both the master permit and any linked permits must be completed and approved.

If your permit is about to expire, and you know you will not be able to request and pass a required inspection prior to the expiration date, you can request a **one-time extension**. This extension can only be requested when the permit is still active and not expired. You will need to a Permit Extension Request form and you will be charged a minimum permit fee. Once a permit has expired it can only be extended with a renewal permit.

If your permit has expired and you have not completed all required inspections, you must first obtain a renewal permit to reopen the permit and then you can continue requesting all remaining inspections.

Renewal

To obtain a renewal permit you will need a Permit Renewal Request Form signed and notarized by the original contractor only. If the permit was done by owner then only the owner's notarized signature is required. You will be charged a renewal fee according to the current fee ordinance.

If you cannot find the original contractor and you wish to change the contractor, both the owner and the new contractor must sign and notarize the permit application. You will need to indicate that this is a change of contractor for an expired permit in the description of work on the Permit Application. You will be charged for the renewal and change of contractor on the same application according to the current fee ordinance.

Cancellation

If your permit is in APPROVED status but no work was performed and no inspections were requested, you have the option of requesting a permit cancellation. You will need to submit a permit cancellation form and a minimum permit fee will be charged. If your permit is expired, you must first process a renewal before requesting a cancellation.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 12/8/2014

Revised 05-13-2013
Revised 12-08-2014



Permit Fee Refunds

POLICY

The Department will process permit fee refunds as established by Ordinances according to the following procedures. Refunds will be issued to the Property Owner of record.

PROCEDURE

Refunds must meet the following conditions:

- A *Permit Fee Refund Request Form* must be submitted within one year from the date of payment
- A copy of the payment receipt is attached to the request form
- No work was performed under the permit
- The permit is valid and has not been revoked
- The amount of the refund exceeds \$100.00

If the request meets the above criteria, then the permit fee may be refunded less the following charges: Up-front processing fee; Miami-Dade County Code Compliance fee; State of Florida fees mandated by statute.

Refunds are not granted for any of the following:

- Permit fees of \$100.00 or less
- Permits which have expired
- Permits revoked by the Building Official
- Permits cancelled by court order
- Permits under which work has commenced as evidenced by any recorded inspection, unless the refund is due to an overcharge by the city

To obtain a refund, customers must follow the steps below:

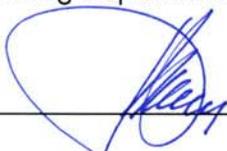
- The customer must submit a *Permit Fee Refund Request Form* to the Building Department with the payment receipt attached.
- The request is reviewed by the Development Review Coordinator for approval or denial. The Development Review Coordinator will assess all state and county non-refundable surcharges using "Assess Additional Fees" as they are not included in the refund. Customers will be notified by telephone if the request is not approved.
- Approved requests will be forwarded to the Administrative Services Division for processing. The refund amount which is shown as a credit balance on the Permits Plus record must be added back into the record using "Assess Additional Fees" to bring the balance of fees on the record to zero. Once this is completed, an invoice must be created in the Accounts Payable module in EDEN. Refund checks are made payable to the Property Owner of record. Refunds checks are sent via US Mail.

REFERENCE

- *City of Miami Beach Building Department Fee Schedule, June 2, 2014.*

PREPARED BY: Building Department

APPROVED BY: _____


Building Director

DATE: 6/9/2014

Revised 10-03-2012
Revised 07-29-2013
Revised 06-09-2014

MIAMIBEACH

Policies and Procedures

Permits to Correct Building Violations

POLICY

To stream line the process to obtain a permit(s) to correct a building violation, the Building Department requires the simultaneous submittal of all necessary permit applications indicating the trade for which permitting is sought.

i.e.: Building, Plumbing, Electrical, Mechanical, Roofing, etc.

PROCEDURE

To obtain a Permit, a State or Miami-Dade County licensed contractor needs to submit the Permit Application(s) for all the required disciplines.

The applicant must submit all required documentation:

- A Permit Application executed by a licensed contractor and property owner.
- Two (2) sets of the drawings (NOAs, Calculations, etc., if applicable) to show the area and scope of work.

FORMS

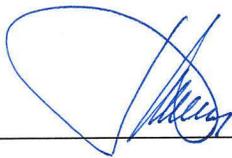
The Permit Applications can be obtained at:

<http://www.miamibeachfl.gov/building/scroll.aspx?id=37842>

REFERENCE

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: _____

9/24/2015

Policies and Procedures

Phase Permit Approval

POLICY

The Building Official is authorized by the Florida Building Code to provide Phase Permit approval for construction projects.

PROCEDURE

After an applicant has submitted plans, calculations, survey, and a permit application to the permit counter, obtained a process number and paid the upfront processing fees for a regular building permit they may submit a Permit Application to the permit counter for a Phase Permit.

The following items will be required:

- Two sets of plans with stamp indicating Miami-Dade County impact fees have been paid, a letter of credit has been accepted or they are not required
- Final DERM plan review approval
- A Water and Sewer Verification form from the City of Miami Beach Public Works Department
- Phase Permit Hold Harmless form
- Notice to Building Official for Private Provider inspection services
- Copies of all development orders that have been issued by the City of Miami Beach for the proposed construction

The permit counter will issue a process number for the phase permit and provide the applicant with an invoice for payment. Both sets of plans will be perforated and stamped with the "Phase Permit" stamp. Next, the applicant must obtain approval from the Planning and Zoning Department and then submit to the Building Official approval. Phase Permit plans will not be reviewed by other trades.

The Planning Department will not approve phase permits that include the following:

- Exterior demolition within an Historic District
- Demolition that violates a condition of a development board order
- Construction that requires approval from a development board, without prior approval by the applicable development board

After the approval of the Building Official and payment has been made, the applicant will need to return to the permit counter to obtain the Phase Permit. The applicant will keep one set of plans and one set will be retained by the Building Department. Please be advised that the cost of the Phase Permit is non-refundable and will not be credited to the final building permit.

The applicant may need additional trade Phase permits (electrical, mechanical, plumbing, etc.....). These permits must be related (linked) to the phase permit. This will ensure that the trade permits can be transferred to the building permit once obtained. Trade permits, sub-permits and shop drawings that require Planning review cannot be approved until the full building permit is issued.

A National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the city's Municipal Separate Storm Sewer System (MS4) permit.

Separate permits from City of Miami Beach Public Works Department may be required for work on the public rights of way that involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc, as needed. For applicable permits, please contact Public Works Department at (305) 673-7080.

The Phase Permit cost is \$2000 for Commercial New Construction, \$1500 for Commercial Interior Alteration only, \$1000 for Residential New Construction and is valid for six (6) months only. You must obtain your master permit within six months from the date of issuance.

REFERENCE

- *Florida Building Code 2010*

PREPARED BY: Building Department

APPROVED BY:  _____

Building Director

DATE: 1/8/2015

Revised 07-24-2013
Revised 08-23-2013
Revised 10-30-2013
Revised 03-24-2014
Revised 06-09-2014
Revised 01-08-2015

Policies and Procedures

Plan Reviews

POLICY

The Building Department will conduct plan reviews to insure that plans submitted for permit are compliant with the Florida Building Code and all other applicable codes.

PROCEDURE

Plans submitted for permitting will be reviewed by certified plan reviewers for code compliance. On the first submittal a complete review will be conducted and all correction comments shall be provided to the applicant. Plans for re-submittal will be reviewed by all disciplines that have not been approved. Re-submittals must contain corrections to all comments. The re-submittal shall be reviewed by any available plan reviewer for that discipline. No new comments should be added to the original list of comments without approval from the section Chief and the Building Official. Any new comments generated on re-reviews based on additional information or corrections to the plans shall relate back to one of the original comments.

Applicants can request expedited plan review through the Records Section of the Building Department. Please refer to the Expedited Plan Review Procedure for information and fees on this process.

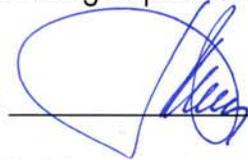
Any submittal which has failed plan review three times will be stopped in the system. The owner, architect/engineer and Building Department Reviewer will need to meet with the Building Official/Director to review the submittal before proceeding with any additional plan reviews. In addition to the meeting, re-review fees will be assessed for any additional re-reviews on the submittal.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: _____

12/16/2014

Revised. 12/15/2014



MIAMI BEACH

Policies and Procedures

Plan Routing

POLICY

Building Permits that require plan review must be routed to the Plan Reviewers as a walk thru or drop off review.

PROCEDURE

Applicants submitting plans for walk thru must obtain a C ticket for service before 12:00 pm. They will need to submit a Plan Routing Sheet with the two (2) sets of plans. A certified plan reviewer will complete the routing sheet by indicating the required approvals and determining if the reviews can be conducted as a walk thru. Plans that cannot be reviewed as a walk thru will be transferred for drop off review.

Plans for re-submittal will be reviewed by all disciplines that have not been approved. Re-submittals must contain corrections to all comments.

Any submittal which has failed plan review three times will be stopped in the system. The owner, architect/engineer and Building Department Reviewer will need to meet with the Building Official/Director to review the submittal before proceeding with any additional plan reviews.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 7/29/2013

Revised. 07-24-2013



PLANS ROUTER FINAL

POLICY

Customers that have completed the plan review process proceed to Plans Router Final, a last step to verify approvals and prepare plans for permit issuance.

PROCEDURE

After plans are approved, the permit clerks then perform a task "Plans Router Final" to verify the following:

1. Both the Job set and Office set have the same pages, by page number and date and they are all perforated.
2. They confirm that each page in the set has the same A/E seal and date, i.e. page S-1 is signed and sealed by EOR with same EOR date.
3. All Reviewers have signed the signature stamp on the front page. For revisions, pages must be perforated and have the signature box on each page.

In walkthrough, the customer is responsible for removing the voided pages from both sets before they can have "Plans Router Final".

In drop off plan review, the permit clerk removes the voided sheets from the Office set only.

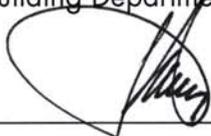
In Permits Plus, complete the following steps:

1. Search for process number and select for review. Permit status must be "Applied" or "In Review" to proceed. Select the approval screen, OK Appr, to verify all required reviews are approved.
2. In the approval screen, select "Plans Router Final Approval" and select "Add Entry". Enter AP in Action field, enter your initials in By field and enter today's date in the Date field. In the Comments box type in "Office copy on file" If it is a Fire permit place this comment in the L/H/N which is located on the Process numbers menu bar. Select Update Entry. Select Exit.

Give the "Job Copy" to the customer and forward the "Office copy" to the Records section.

REFERENCE

PREPARED BY: Building Department

APPROVED BY:  _____

Building Director

DATE: 5/30/13

Revised. 06-12-2012



Private Provider

POLICY

The Building Official may approve Private Providers to provide plan review and inspection services as authorized by Florida Statute 553.791.

PROCEDURE

A property owner may contract a Private Provider to provide plan review and inspections or inspections only for a construction project. The property owner must provide a Notice to Building Official which is signed and notarized to the Building Official. In addition to the Notice to Building Official, the following items are required:

- A list of the Private Providers conducting plan review and inspections
- An insurance certificate with the coverage required by F.S. 553.791 **listing the City of Miami Beach Building Department as a Certificate Holder**

If the Private Provider will be performing plan review and inspection services a Plan Compliance Affidavit must be submitted with the plans that have been approved by the Private Provider. The Building Department will not repeat the reviews conducted by the Private Provider.

A Private Provider and any Duly Authorized Representative may only perform building code inspection services that are within the disciplines covered by that person's licensure or certification under Chapter 468, Chapter 471, or Chapter 481, designed or constructed by a Private Provider may not provide building code inspection services pursuant to this section upon any building designed or constructed by the Private Provider or the Private Provider's firm.

The Building Official or his staff may visit the site as often as necessary to verify that the Private Provider is performing all required inspections. The inspector will document the field check in the appropriate inspection item:

- 1192 - Building Priv Prov Field Check
- 1292 - Electrical Priv Prov Field Check
- 1392 - Plumbing Priv Prov Field Check
- 1492 - Mechanical Priv Prov Field Check

The Building Department will conduct all final inspections and inspections for issuance of Temporary or Final Certificates of Occupancy/Completion. The Building Official may issue a stop work order, if a threat to public safety or welfare exists.

Upon completions of all inspections, the Private Provider shall prepare a certificate of compliance and summarize the inspections performed. The certificate of compliance must

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

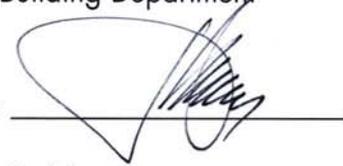
include a statement that the construction complies with the approved plans and the applicable codes.

REFERENCE

- *Florida Statute 553.791*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: 5/22/2014

Revised. 07-24-2013

Revised. 05-22-2014



MIAMIBEACH

Policies and Procedures

Public Records Request

POLICY

The Building Department will make all records, either created by or submitted to the Building Department, available upon request to any person seeking such records as allowed by Chapter 119 of the Florida Statutes.

PROCEDURE

Submitting a Public Records Request

1. Applicants may download the Records Request Form from the Building Department's website: <http://www.miamibeachfl.gov/building/scroll.aspx?id=37842>. Forms may be delivered via fax to 786-394-4050 or email to buildingrecords@miamibeachfl.gov
2. Applicants may fill out a records request in person at the window between 8am and 4:00pm.
3. Applicants may submit a records request by phone between 8am and 4:00pm by dialing 305-673-7610 extension 6189.

Processing a Public Records Request

Public records requests are placed in the intake bin located by the Records Management window. The intake bin consists of requests received either in person, by phone, email or from the Building Records queue (Building Records inbox). Records clerks are to process requests in the order received unless otherwise instructed by the Records Manager or his/her designee. Below, are the procedures for processing requests:

1. If the applicant requests documents but does not give a specific permit number; a Building Permit History report is run using IDS Reports.
2. If the permit history report returned results, documents are searched for within Laserfiche.
3. If the permit history report did not return results, or results do not satisfy what the applicant is requesting, a search for the Building Card is performed. The Building Card contains permit history as well as Certificate of Occupancy data for properties built prior to 1990.
4. If the applicant specifies a permit number, a search in Laserfiche is performed.
5. If the requested document is not in Laserfiche and was recently approved/submitted (within the last three months); a search within the Records Management database is performed to retrieve the box number.
6. If a search returns a result, then a request to the scanning vendor is made identifying the permit number and box number. The vendor scans the documents and uploads them to the vendor's FTP site. Then, the files are downloaded using FileZilla and uploaded to Laserfiche with a copy added to the Records Management backup drive.

7. If a search does not return a result, then the applicant is notified that the documents requested are not available.
8. If the applicant requests data that is in electronic format such as inspection history, violations, plan review comments, etc., a report can be run using IDS Reports. Reports can be emailed to the applicant.
9. Once a request has been completed, the request is logged into the Records Request Log of the Records Management Database. Then, the applicant is notified by either phone or email.
10. Documents retrieved are offered at \$1.05 per page or \$3 for CD/DVD.
11. If the applicant is requesting a copy of the permit set to be used for inspection, he/she must pay a \$50 Lost Plans Fee plus \$1.05 per page. The copy is then perforated.

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: _____

7/7/2015

Revised 07/06/2015



Requirements for Certified Contractors

POLICY

The Department will ensure that contractors working in the City of Miami Beach are properly licensed and insured according to the procedures below.

PROCEDURE

Every contractor working in the City must file valid, updated copies of his/her license(s) and insurance(s) with the Department before they can obtain a permit or perform work. All contractors may be licensed in Miami-Dade County, the State of Florida, and other municipalities. Below are the license and insurance requirements for general contractors.

State Certified Contractors

State certified contractors must provide a copy of each of the following licenses and insurances:

- State Certification
- Local Business Tax Receipt (Occupational License) for place of business
- Certificate of insurance for workers' compensation and liability. If exempt by the State, a copy of the workers' comp exemption must be submitted.
- Certificate of Liability Insurance which must be issued to:
 - City of Miami Beach
 - Building Department
 - 1700 Convention Center Dr, 2nd Floor
 - Miami Beach, Florida 33139
- The Certificate of Insurance must be an original copy, or the faxed copy must come directly from the Insurance Company
- Insurance amount as per amounts specified in Florida Administrative Rule 61G4-15.003
- Public Liability Insurance*
- Insurance must show the following information:
 - Name of insured
 - Type of policy issued
 - Policy number
 - Effective date
 - Expiration date
 - Type of insurance

Miami-Dade County Licensed Contractors

Miami-Dade County licensed contractors must provide a copy of each of the following licenses and insurances:

- Certificate of Competency
- State registration of municipal contractor's license
- Municipal Contractors Occupational License for Miami Beach
- Certificate of insurance for workers' compensation and liability. If exempt by the State, a copy of the workers' comp exemption must be submitted
- Certificate of Liability Insurance
 - Certificate of Liability Insurance must be issued to:
City of Miami Beach
Building Department
1700 Convention Center Dr, 2nd Floor
Miami Beach, Florida 33139
 - The Certificate of Insurance must be an original copy, or the faxed copy must come directly from the Insurance Company
 - Liability Insurance with no less than \$300,000 per accident or occurrence for bodily injury and \$50,000 per accident for property damage
 - Insurance must show the following information:
 - Name of insured
 - Type of policy issued
 - Policy number
 - Effective date
 - Expiration date
 - Type of insurance

To register a contractor in *Permits Plus*, please see **Contractor Database** policy. For updating information regarding a contractor, please see **Updating Contractor** policy.

Once a contractor is in the database with the City of Miami Beach, the Building Department will issue the contractor a pin number. Pin numbers are issued within 24 hours. The pin number allows the contractor to schedule inspections over the phone. Only the contractor is allowed to use the pin number. The pin number can be obtained by phone at 305-673-7610 or when the contractor is applying for a permit as part of the application process.

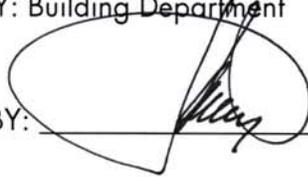
To change the pin number, the contractor must submit a letter to the Building Department on the company's letterhead requesting a pin number change. The letter must include the license number and must be signed and notarized.

REFERENCE

- Chapter 489, *Florida Statutes*
- Florida Administrative Rule 61G4-15.003
- *Florida Building Code, 2010*
- Chapter 8, *Miami-Dade County Code*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: 9/18/2013

Revised 06-25-2012
Revised 07-29-2013
Revised 09-18-2013

MIAMIBEACH

Policies and Procedures

Special Event Permits

POLICY

To streamline the permit process for special events, the Building Department will have a simplified process for review, approval and inspections according to the following procedures.

PROCEDURE

If building permits are required, the event's coordinator must schedule a meeting with the Building Official **at least two weeks prior to the event** by contacting the Building Department Administration office at (305)-673-7610 ext 6868 or via email BeatrizDooley@miamibeachfl.gov; MilagrosRobayna@miamibeachfl.gov.

Permits Required

It is recommended that any event with 2 or more contractors obtain a master permit issued to a licensed general contractor to coordinate all construction activity. Effective October 1, 2014 any event with 2 or more contractors will be required to obtain a master permit issued to a licensed general contractor. In addition, one permit per discipline must be obtained by a licensed contractor for all electrical, mechanical or plumbing work.

For **interior events**, any existing building where the maximum occupant load of the area to be used is not exceeded and no additional electrical, mechanical or plumbing installations are required, will be exempt from permit requirements.

For all **exterior/outdoor events**, event planners must comply with all of the requirements of the City of Miami Beach Special Events office along with all Police, Public Works and Code Enforcement requirements. Additionally, the Building Department will require a building permit. For all exterior/outdoor events where tents, bleachers, stages, structures of any type or electrical (power distribution from panel or generator), mechanical, plumbing installations are required the permits must be obtained by Florida or Miami-Dade County licensed contractor(s) who will be responsible for the installations.

In addition, any structures in the interior or exterior of building 30" or less in height will be exempt from permit requirements. Structures in the interior or exterior of the building greater than 30" in height must obtain a building permit.

Self contained UL listed and approved air conditioning units with no additional hosing or piping are exempt from permit requirements.

Special event submittals will receive expedited reviews from the drop off plan review Plan Routers in the Building Department. The special events submittals will be labeled with the yellow plan

routing tag for identification purposes and will be stored in the bin labeled "Homeowner and Special Events" to facilitate expediting.

The applicant must submit all required documentation:

- A *Permit Application* executed by a licensed contractor and property owner (or for city property Special Event office approval).
- (2) Site plans with a general layout of vendor spaces, fences, generators, portable toilets, tents, bleachers, stages and other structures with dimensions from property lines and dimensions between structures.
- In addition to the (2) site plans, all tents, bleachers, stages and other structures require structural calculations.
- Electrical site plans showing electrical service points, location of electrical panels and generator specifications if applicable.
- Electrical calculations and one line drawing may be required.
- Life safety plan and occupant load as required by the Fire Marshall.
- *Special Inspector Form* for inspection of tents, bleachers, stages and other structures.

Fees

The permit fees below apply to special events. They represent the minimum allowable permit fees for each category as per the Building Department's Fee Ordinance. Fees for electrical, mechanical and plumbing installations represent the approximate cost of overtime inspection for small events and large events. This information is provided to allow more certainty for planners to project costs. In addition, Fire, Planning & Zoning and Public Works fees may be assessed on the building permit. Small events are events that include 1-10 tents, bleachers, stages and other structures. Large events are those that include more than 10 tents, bleachers, stages and other structures. Temporary structures that do not cover an area in excess of 120 square feet, including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for less than 10 persons, are exempted from permit requirements as per Florida Building Code section 3103.1.1.

		Building	Fire	Planning	Public Works	Total
Temporary Bleachers for public assembly, first approval	Per structure	\$95.00	\$165.92	\$25.93	\$24.88	\$311.73
Temporary Platforms/stages for public assembly, first approval	Per structure	\$104.00	\$181.48	\$28.00	\$26.96	\$340.44
Temporary Platforms & bleachers for public assembly, re-approval	Per structure	\$20.00	\$21.78	\$ -	\$ -	\$41.78
Temporary Structure/Trusses/Staves	Per structure	\$104.00	\$73.63	\$ -	\$ -	\$177.63
Tents (excludes electric & plumbing per tent	121 to 1,000 sq. ft.	\$104.00	\$137.92	\$ -	\$26.96	\$268.88
	Each additional 1,000 sq. ft. over 1,000	\$28.00	\$38.37	\$ -	\$17.62	\$83.99

Amusement Ride	Per ride	\$60.00	\$ -	\$ -	\$ -	\$60.00
Electrical Installation	Small event	\$250.00	\$ -	\$ -	\$ -	\$250.00
	Large event	\$500.00	\$ -	\$ -	\$ -	\$500.00
Mechanical Installation	Small event	\$250.00	\$ -	\$ -	\$ -	\$250.00
	Large event	\$500.00	\$ -	\$ -	\$ -	\$500.00
Plumbing Installation	Small event	\$250.00	\$ -	\$ -	\$ -	\$250.00
	Large event	\$500.00	\$ -	\$ -	\$ -	\$500.00

In addition to the fees listed above, state and county surcharges will be assessed as follows:

Department of Community Affairs (DCA)	1.5% of the total Building permit fee (excludes Fire, Planning and Public Works)
Department of Business and Professional Regulation (DBPR)	1.5% of the total Building permit fee (excludes Fire, Planning and Public Works)
Miami Dade County Code Compliance	\$0.60 per \$1000 of construction cost
Sanitation Fee	0.3% of Job Value (Min \$15.00, max \$1,500.00)
Building Training Fee	6% of the total Building permit fee (excludes Fire, Planning and Public Works)
Fire Training Fee	6% of the total Fire permit fee (excludes Building, Planning and Public Works)

Inspections

For those events that require permits, the Building Department will perform an electrical (and mechanical if applicable) safety inspection. The contractor of record for the tents, bleachers, stages and other structures will provide a *Field Inspection Approval Form* from the Special Inspector (a Florida licensed professional engineer) certifying that the installation is safe and in compliance with the Florida Building Code.

Electrical and mechanical inspections will be performed when a permit is required. The contractor responsible for the installation must be present during the inspection and ready to make any necessary corrections to allow the opening of the event and avoid any potential delays.

Inspections must be scheduled and coordinated by the contractors a minimum of 24 hours before the opening of the scheduled event. For a small, one day event it is recommended to coordinate with the Electrical and Mechanical Chiefs during normal working hours.

Forms

The *Permit Application*, *Special Inspector Form* and *Field Inspection Approval Form* can be obtained at the City of Miami Beach Building Department website: www.miamibeachfl.gov.

REFERENCE

- Chapter 8, *Miami-Dade County Code*
- Chapter 489, *Florida Statutes*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 2/17/2015

Revised: 08-08-2013

Revised: 08-15-2013

Revised: 08-23-2013

Revised: 02-17-2015



MIAMIBEACH

Policies and Procedures

Structural Consultant Peer Review

POLICY

The Building Department may expedite plan reviews by accepting peer reviews completed by Structural Engineers that are approved to provide these services.

PROCEDURE

The Building Department will expedite Structural plan review approval for submittals that have completed a peer review from an approved Structural Engineer. The Chief Structural Plan Examiner will provide a list of approved engineers for High Rises and other projects that may be contacted to provide peer review services.

The Structural Engineer must provide an affidavit confirming the peer review of the plans to the Building Department. The applicant must contact the Building Administration Office once the peer review is completed to receive expedited Structural plan review approval.

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 7/29/2013

Revised. 07-24-2013

Structural Peer Review

POLICY

The Building Official may require a Structural Peer Review to provide independent verification that the structural design of the Structure* is in general conformance with the requirements of the Florida Building Code, and all related structural codes and technical standards. The Structure is defined as follows:

*STRUCTURE: The structural frame and the load of supporting parts of floors, roofs, walls, foundations, cladding, cladding framing, stairs, equipment supports, railings and other secondary structural items.

PROCEDURE

Structural Peer Review is required for:

- Buildings included in Structural Occupancy Category IV as defined in the Florida Building Code.
- Buildings with aspect ratios of seven or greater.
- Buildings greater than 600 feet in height or more than 1,000,000 square feet in gross floor area.
- Buildings taller than seven stories where any element supports in aggregate more than 15 percent of the building area.
- Buildings designed using nonlinear time history analysis, pushover analysis or progressive loading techniques.
- Buildings where a Structural Peer Review is requested by the Building Official.

The Structural Peer Review shall be performed by a qualified independent structural engineer who has been retained by or on the behalf of the Owner of the property. A structural peer reviewer shall meet the qualification requirements of the Building Official.

Extent of the Structural Peer Review

Scope: The reviewing engineer shall review the plans and specifications submitted with the permit application for compliance with the structural and foundation design provisions of the Florida Building Code, and all related structural codes and technical standards. The reviewing engineer shall perform the following tasks as a minimum:

- Confirm that the design loads conform to the applicable codes.
- Confirm that other structural design criteria and design assumptions conform to the applicable codes and are in accordance with generally accepted engineering practice.
- Review geotechnical and other engineering investigations that are related to the foundation and structural design and confirm that the design properly incorporates the results and recommendations of the investigations.

- Confirm that the structure has a complete load path.
- Perform independent calculations for a representative fraction of the systems, members and details to check their adequacy. The number of representative systems, members and details verified shall be sufficient to form a basis for the reviewer's conclusions.
- Verify that performance-specified structural components (such as certain precast concrete elements) have been appropriately specified and coordinated with the primary building structure.
- Confirm that the structural integrity provisions of the applicable codes are being followed.
- Review the structural and architectural plans for the building. Confirm that the structural plans are in general conformance with the architectural plans regarding loads and other conditions that may affect the structural design.
- Confirm that major mechanical items are accommodated in the structural plans.
- Confirm that all items defined in Structure are in accordance with the Florida Building Code.
- Attest to the general completeness of the structural plans and specifications.

Structural Calculations: The structural calculations prepared by the structural engineer of record shall be submitted to the reviewing engineer, upon the engineer's request, for reference only. The reviewing engineer shall not be obliged to review or check these calculations. If the design criteria and design assumptions are not shown on the drawings or in the computations, the structural engineer of record shall provide a statement of these criteria and assumptions for the reviewer.

Structural Peer Review Report

General: The reviewing engineer shall submit a report to the Building Department stating whether or not the structural design shown on the plans and specifications generally conforms to the structural and foundation requirements of the Florida Building Code.

Contents: The report shall demonstrate, at a minimum, compliance with the items listed in the "Extent of the Structural Peer Review" section of this document. In addition, the report shall also include the following:

- The codes and standards used in the structural design of the project.
- The structural design criteria, including loads and performance requirements.
- The basis for design criteria that are not specified directly in applicable codes and standards. This should include reports by specialty consultants such as wind tunnel study reports and geotechnical reports. Generally, the report should confirm that existing conditions at the site have been investigated as appropriate and that the design of the proposed structure is in general conformance with these conditions.

Phased submission: If an application is submitted for a permit for the construction of foundations or any other part of a building before the construction documents for the whole building have been submitted, then the Structural Peer Review and report shall be phased. The structural peer reviewer shall be provided with sufficient information upon which to make a Structural Peer Review for the phased submittal.

Responsibility

Structural engineer of record: The structural engineer of record shall retain sole responsibility for the structural design. The activities and reports of the structural peer reviewer shall not relieve the structural engineer of record of this responsibility.

Structural peer reviewer: The structural peer reviewer's report states his or her opinion regarding the design by the engineer of record. The skill level and care of the structural peer review performed and report submitted shall be consistent with structural peer review services performed by professional engineers licensed in the State of Florida for similar types of projects.

REFERENCE

- *New York Building Code, 2008 with amendments*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 12/18/2014

Revised 12/18/2014



Sub-Permit Application Processing

POLICY

The Department will ensure that Sub-Permit Applications are processed according to the following procedures.

PROCEDURE

Permit Applications for sub-permits are completed and submitted once a Master Permit is approved and issued. All Permit Applications for sub-permits must be signed by the Master permit Contractor of Record and the sub-contractor.

The applicant must submit a *Permit Application* referencing the Master Permit number. The *Permit Application Form* can be obtained at the City of Miami Beach Building Department website at <http://web.miamibeachfl.gov/building/scroll.aspx?id=37842>.

The following requirements must be met for the *Permit Application* to be accepted:

1. **Completed Permit Application** (ensuring that property information and description of work is provided and that contractor signature is notarized and original.)
2. **Contractor required documentation includes:**
 - State or municipal contractor's license
 - Liability Insurance (Certificate of insurance must list the City of Miami Beach as Certificate Holder)
 - Workman's Compensation Insurance or State of Florida Exemption (Certificate of insurance must list the City of Miami Beach as Certificate Holder)
 - If a Worker's Compensation Exemption is submitted, a completed Worker's Compensation Notice to Owner form is required
 - Business Tax Receipt (state or municipal licensed contractors)
 - Municipal Contractor's Business Tax Receipt (municipal licensed contractors only)

The *Permit Application* is submitted to the Building Department via:

- a. E-mail to: applications@miamibeachfl.gov
- b. In-person at the Permit Service Counter located in the Building Department, 2nd Floor, Miami Beach City Hall

Once the *Permit Application* is submitted, the Permit Clerk initializes the permit in *Permits Plus* by inputting the provided information as follows:

1. The Permit Clerk logs into *Permits Plus* using his/her log-in privileges.
2. From Main Menu, select **A/P/D's**.
3. Select **Initialize Activity**.
4. Select the composition type from list provided.

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

5. Select **Initialize**.
6. Complete each of the required fields.
7. Then select **Initialize**. A process number is then generated by *Permits Plus* and is to be written on the *Permit Application* by the Permit Clerk.
8. Select **Screens** button and complete applicable fields from information provided in *Permit Application*.
9. The Permit Clerk then relates this sub-permit to the Master Permit in *Permits Plus* by selecting the **Relate** button, entering the Master Permit number and then selecting "attach."
10. If the Permit Application has deficiencies, select "ok_APPR" button to document deficiencies in the **Permit Intake Approval** field in *Permits Plus*.

If there are no deficiencies and fees are due, the customer is then required to pay the fees in full. He/she may do so by:

- a. Paying with a credit/debit card via www.velocityhall.com (payment automatically posts to *Permits Plus*)
- b. Paying with cash, check, cashier's check or money order at the Finance Department cashier window located on the first floor of City Hall (Finance Department cashier must apply payment to *Permits Plus*)
- c. Paying with a credit/debit card at the payment kiosks located in the Building Department lobby (payment automatically posts to *Permits Plus*)

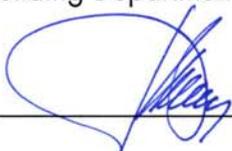
If there are no fees due or once payment has been made, the Permit Clerk changes the status in *Permits Plus* **General Information** screen to "approved" and prints the permit receipt for the customer.

REFERENCE

- Chapter 8, *Miami-Dade County Code*
- Chapter 489, *Florida Statutes*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____



Building Director

DATE: _____

6/9/2014

Revised 06-18-2012
Revised 07-29-2013
Revised 06-09-2014



Temporary Certificate of Occupancy/Completion

POLICY

The Department may issue Temporary Certificates of Occupancy and Completion for Building permits.

PROCEDURE

To obtain approval for a Temporary Certificate of Occupancy/Completion for a Building permit issued for work on a commercial property the Permit Holder must schedule and receive approval for the inspections in Permits Plus:

Master Building Permit

1198 TCO Building

3098 TCO Fire

7098 TCO Zoning

Sub-Permits

1298 TCO Electrical

To obtain approval for a Temporary Certificate of Occupancy/Completion for a Building permit issued for work on a residential property the Permit Holder must schedule and receive approval for the inspections in Permits Plus:

Master Building Permit

1198 TCO Building

7098 TCO Zoning

Sub-Permits

1298 TCO Electrical

Once the applicable TCO/TCC inspections are approved a Temporary Certificate of Occupancy/Completion Request Form may be submitted to the Building Official's office. If the request is approved the fees will be assessed on the Building permit. Once payment has been made the Temporary Certificate will be printed and given to the applicant.

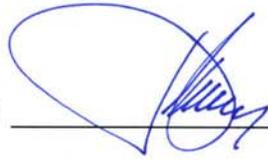
REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

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

APPROVED BY: _____



Building Director

DATE: 6/9/2014

Revised 07-24-2013

Revised 07-29-2013

Revised 06-09-2014



MIAMIBEACH

Policies and Procedures

Temporary Religious Structures

POLICY

The Building Department will have a simplified process for inspection of temporary religious structures.

PROCEDURE

The Building Department shall be notified when a temporary religious structure receives approval from the Tourism, Culture & Economic Development Department

The Building Department will perform an electrical and life safety inspection.

This procedure is only valid for temporary religious structures erected for a period not exceeding three weeks (21 calendar days).

REFERENCE

- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 8/4/2014

Revised: 08-04-2014



MIAMIBEACH

Policies and Procedures

Three Reviews No Approval Stop Review

POLICY

The plan review process will be stopped after three reviews if approvals are not obtained.

PROCEDURE

Any Building Department plan review (not including Fire, Public Works, and Zoning) which has failed plan review three times will be stopped in the system. The owner, architect/engineer and Building Department Reviewer will need to meet with the Building Official/Director to review the submittal before proceeding with any additional plan reviews.

For an appointment to meet with the Building Official/Director, please contact Building Reception at (305)-673-7610 extension 6868 or by e-mail:

- ScarlettMolina-Urrego@miamibeachfl.gov
- BeatrizDooley@miamibeachfl.gov

PREPARED BY: Building Department

APPROVED BY: _____

Building Official/Director

DATE: 7/29/2013

Revised. 7/24/2013

Unsafe Structures Board

POLICY

The Unsafe Structures Board of the Building Department issues Notice of Violations and Stop Work Orders to bring properties into compliance.

PROCEDURE

Unsafe Structure Violation

1. A Red Tag Warning is posted at the site to identify Unsafe Building conditions on the property and the City of Miami Beach Police Department is notified.
2. The Red Tag Warning is also mailed certified with a return receipt to the registered owner and is given ten (10) Calendar days to contact the Violations Section of the Building Department.
3. If the registered owner of the property fails to contact the Violations Section, an Unsafe Structure Violation is issued and the City Attorney's office is notified to gather information on all interested parties for the property.
4. Once the list containing the names and addresses of the interested parties of the property is received, a certified letter containing the following information is mailed with a return receipt to the registered owner along with the interested parties of the property:
 - a. violation number
 - b. description of the violation
 - c. "10 days to secure the property"
5. Registered owner/interested parties must apply for a permit to repair or demolish within thirty (30) days from the date the violation was issued.
6. If the registered owner/interested parties fail to respond within the allotted time, a "Notice of Violation" is recorded electronically with the Miami Dade County Clerk of Courts.
7. After the notice is recorded, the following occurs simultaneously:
 - a. A letter stating the failure to comply with the Unsafe Structures violation and notification that a hearing will be scheduled along with a notice to appear before the Unsafe Structures Panel is mailed, with a return receipt, to the registered owner along with the interested parties of the property:
 - b. Notice of the hearing will be published in the **Legal Notices** section of the **Daily Business Review** for two (2) selected days and for (2) two weeks consecutively.
 - c. A fine is assessed on the property.
8. Unsafe Structures Panel hearing is scheduled at the next available date.

MIAMI BEACH

Policies and Procedures

9. In order to withdraw the case from the hearing, the registered owner/interested parties must proceed with one of the following requisites:
 - a. Obtain all required permits within thirty (30) days from the Violation Compliance date.
 - b. Submit a Compliance Agreement to the Building Department (Compliance Agreement may be downloaded from the following website <http://www.miamibeachfl.gov/building/scroll.aspx?id=37842> or by requesting one at the permit counter of the Building Department) address
 - c. Request an extension of the hearing date in writing to the Building Official. Request must be submitted within thirty (30) days from the Violation Compliance date.
10. If the registered owner/interested parties opt to extend the hearing date, required permits must be obtained prior to the rescheduled hearing date.
11. Case is heard before Unsafe Structures Panel and a ruling is made.
12. If the registered owner/interested parties submit a Compliance Agreement but fail to comply with the agreement, the Building Official shall proceed with the demolition of the structure without further notice.
13. Fees associated with the demolition will be added to the total fine and an additional lien to recover the associated costs is recorded.

PREPARED BY: Building Department

APPROVED BY: _____

Building Director

DATE: 2/12/2016

AIR CONDITIONING CHANGE OUT EQUIPMENT DATA

Two (2) copies of this form must accompany all air conditioning change outs permit applications.

Contractor: _____ Phone #: _____

Site address: _____ Unit/Apt #: _____ Permit # _____

EQUIPMENT DATA	EXISTING UNIT	NEW UNIT
MANUFACTURER		
PKG. UNIT MODEL #		
AUH/COIL MODEL #		
CONDENSER MODEL #		
HEATER KW		
SYSTEM SIZE (TONS)		
SEER / EER		

A.H. R.I Reference Number: _____

Is a new roof curb/curb adapter or stand needed? Yes _____ No _____

Is new equipment being moved or relocated? Yes _____ No _____

Is new ductwork being installed? Yes _____ No _____

Is an air duct smoke detector installed? Yes _____ No _____

CONTRACTOR SIGNATURE: _____ Date: _____

FLORIDA STATE CERTIFICATION/REGISTRATION #: _____

*****This form must be posted at the jobsite for inspection*****

Change of Architect/Engineer Hold Harmless

Change of Architect/Engineer Hold Harmless	
PERMIT No: _____	Job Address _____
Owner's Name: _____	Owner's Address: _____
Owner's Phone No: _____	City & Zip Code: _____
CURRENT ARCHITECT/ENGINEER OF RECORD INFORMATION:	
Name: _____	Address: _____
License No. _____	City & Zip Code: _____
Phone No: _____	
NEW ARCHITECT/ENGINEER OF RECORD INFORMATION:	
Name: _____	Address: _____
License No. _____	City & Zip Code: _____
Phone No: _____	
Partial inspections performed by Architect/Engineer of record <input type="checkbox"/> Yes, Date _____ <input type="checkbox"/> No	
<p>I agree to hold the City of Miami Beach, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense, including but not limited to attorney's fees resulting from substituting the design professional. I furthermore assume responsibility for corrections, if required, of work performed under the permit for which I am requesting substitution of the design professional. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his and/or her intent to substitute the design professional. I am also certifying that I understand and fully comply with the requirements of Chapter 61G15-27 (Engineers) and/or 61G15-27 (Architects).</p>	
_____ New Architect/Engineer of Record Signature	_____ Owner's Signature
Date: _____	
Seal:	
State of Florida) County of Miami-Dade) Sworn to and subscribed before me this _____ day of _____, 20____.	State of Florida) County of Miami-Dade) Sworn to and subscribed before me this _____ day of _____, 20____.
By _____	By _____
(SEAL) _____ Type of Identification produced	(SEAL) _____ Type of Identification produced

COMPLIANCE AGREEMENT

Case No.:
Case Address:
Folio #:
Legal Description:
Owner's Name:
Owner's Telephone #:
Owner's Address:

This Compliance Agreement (hereinafter the "Agreement"), running with the land, entered into this ____ day of: _____, 20____, by: _____, (the "Owner") and the CITY OF MIAMI BEACH (hereinafter the "City"), in reference to the above-mentioned Property (hereinafter the "Property").

PREAMBLE

WHEREAS, the Owner desires to make a voluntary binding commitment to assure that the Property shall be rehabilitated in accordance with the provisions of the Florida Building Code, Fire Prevention Code, and all other federal, state, or local codes, as amended;

WHEREAS, the Owner, in recognition and consideration of the City Building Official (hereinafter referred to as the "Building Official") granting the Owner additional time to bring the Property into compliance in avoidance of the City demolishing the Property;

NOW THEREFORE, the Owner voluntarily and knowingly covenants and agrees to be bound by the terms listed herein, which shall be deemed to be a covenant running with and touching the land, as well as binding upon the Owner as follows:

SECTION 1. The recitals and findings set forth in the Preamble of this Agreement are hereby adopted by reference and incorporated herein as if fully set forth in this Section.

SECTION 2. EFFECTIVE DATE. The provisions of this Agreement shall become effective upon signature of the parties.

SECTION 3. TERMS.

The Owner agrees to:

- a. () **Demolish** the structure(s) located on the Property at issue within thirty (30) calendar days.
- b. () **Repair** the structure(s) located on the Property as follows: The structure(s) shall be secured within five (5) working days in a manner approved by this Agreement. The following securing method is approved: Storm Shutters (5/8 plywood installed with through bolts or any shutter approved by the Building Official pursuant to Section 8-40 of the Miami-Dade County Code, as amended). The structure is to be **maintained** secure at all times, clean and sanitary, free of debris, overgrown grass or weeds, and free of paint discoloration or graffiti.

The property owner agrees that said structure(s) shall be:

- c. () Repaired or completed with plans prepared by a registered architect or a professional engineer licensed in the State of Florida, or with the plans originally approved by the Building Official.
- d. () Repaired or completed with a certification letter signed, sealed and dated by a registered architect or a professional engineer licensed in the State of Florida, stipulating that the existing work is in compliance with the Florida Building Code, Fire Prevention Code, and all other technical, federal, state, or local codes, as amended that were in effect at the time of construction. Signed and Sealed plans shall be prepared and all required permits shall be obtained.

Plans shall be prepared and introduced into the Building Department within thirty (30) calendar days from the date of signing this Agreement. All building permits shall be obtained and paid for within sixty (60) calendar days after the plans have been submitted. All repairs or items must be completed within ninety (90) days of the issuance of the permit. The building permit shall be obtained by a licensed contractor pursuant to Section 10-5 (2) of the Miami-Dade County Code, as amended, unless approved otherwise by the Building Official.

- e. Structures with damage assessed **under 50%** shall abide by the following:

- () The completion or repair of said structure(s) shall conform to the Florida Building Code, as amended, unless application is made pursuant to the provisions of Sections 8-11 (g) of the Code of Miami-Dade County, and shall be completed within ninety (90) days after obtaining the permit. Completion shall be determined when a final inspection approval is obtained on the building permit and when a Certificate of Completion, ('CC') or a Certificate of Occupancy, ('CO') are obtained, when applicable. If any of the conditions stipulated above are not complied with, said structure(s) shall be demolished by the City as soon as possible, unless an extension is granted in writing by the Building Official.

- f. Structures with damage assessed **over 50%** shall abide by the following:

- () The completion or repair of said structure(s) shall conform to all the Florida Building Code, 2010 edition, the Miami-Dade County and the City of Miami Beach Code for a new building or structure and shall be completed within ninety (90) days after obtaining the permit. Completion shall be determined when a final inspection approval is obtained on the building permit and when a Certificate of Completion, ('CC') or a Certificate of Occupancy, ('CO') are obtained, when applicable. If any of the conditions stipulated above are not complied with, said structure(s) shall be demolished by the City as soon as possible unless an extension is granted in writing by the Building Official.

- g. () Forty/Fifty year recertification process. The forty/fifty or older recertification report, as required by the Miami-Dade County Code, shall be submitted with the standard forms and the corresponding payment within thirty (30) days from the date this Agreement is signed. Should the original recertification documents be rejected by the Building Official, an additional sixty (60) days shall be awarded for permits and all necessary repairs to be conducted.

- h. No construction, renovation, or alteration work shall be commenced at the Property until such time as the required plans have been presented and approved by the City or before the required permits are obtained from the City. In cases where work has

already started without the required plans, permits and inspections, the Owner hereby agrees to STOP such work until plans are produced to the City, permits are obtained from the City and the formal City inspection(s) process begins.

- i. () Other requirements or provisions.

SECTION 4. ACCESS. The Owner hereby agrees to allow staff of the City of Miami Beach Building Department unrestricted access to the Property for purposes of performing compliance inspections during the pendency of this case.

SECTION 5. EXTENSION. No extension of the timeframes set forth by this Agreement shall be allowed without the express written consent of the Building Official.

SECTION 6. COMPLIANCE. By signing this Agreement you certify that you have read and fully understand it. Failure to comply with any of the terms of this Agreement will authorize the Building Official to demolish the property immediately and without further notice.

SECTION 7. NOT TRANSFERABLE. This document is not transferrable without the express written consent of the Building Official.

SECTION 8. SALE OF PROPERTY. The Owner shall not sell or transfer title to the Property during the course of this Agreement. The occurrence of such sale or transfer will subject the Property to immediate demolition by the City.

SECTION 9. RECORDING. This Agreement and any Addendum will be recorded in the Public Records of Miami-Dade County upon execution by the parties. The recording of this Agreement will constitute constructive notice to all concerned.

SECTION 10. INSPECTION AND ENFORCEMENT. This Agreement may be enforced by any means provided by law. An enforcement action may be brought by the City by action in law or in equity against any party or person violating or attempting to violate any covenants of this Agreement, either to restrain violations or to recover damages. This enforcement provision shall be in addition to any other remedies available under the law. This enforcement provision shall not apply against the City.

SECTION 11. SEVERABILITY. Invalidation of any one of these covenants by judgment of Court shall not affect any of the other provisions of the Agreement, which shall remain in full effect.

SECTION 12. MISCELLANEOUS PROVISIONS. This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue in any proceedings between the parties shall be in Miami-Dade County, Florida. Each party waives any defense, whether asserted by motion or pleading, that the aforementioned courts are an improper or inconvenient venue. Moreover, the parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction. The parties irrevocably waive any rights to a jury trial. Title and paragraph headings are for convenient reference and are not a part of this Agreement. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing. This Agreement constitutes the sole and entire agreement between the parties hereto.

SECTION 13. COSTS. This Agreement only addresses bringing the Property into compliance and does not address any costs or expenses associated with this case owed to the City incurred during the commencement and prosecution of this case for which the Owner is responsible.

Signed, witnessed, executed and acknowledged on this ____ day of _____, 2014.

Witnesses:

Owner:

Signature

Signature

Print Name

Print Name

Address: _____

Signature

Print Name

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

The foregoing instrument was acknowledged before me by _____ and
is personally known to me or has produced _____, as identification.

Witness my signature and official seal this __ day of _____ 2014, in the County and State
aforesaid.

Notary Public State of _____

My Commission Expires:

Name

APPROVED AS TO BUILDING
REQUIREMENTS:

BUILDING OFFICIAL OR DESIGNEE
MARIANO V. FERNANDEZ, P.E.

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: _____

EXPEDITED PLAN REVIEW REQUEST

Applicant Information

Name: _____ Date: _____

Phone No: _____ Alt No: _____

E-mail: _____

Permit No: _____

Requested Reviews:

- Building
- Electrical
- Floodplain Compliance
- Mechanical
- Plumbing
- Structural
- Elevator

**Note: The Expedited Plan Review fee is \$250.00 for each review requested.
This fee must be paid upon completion of review.**

Requests are accepted Monday - Thursday until 3 p.m.

Signature

Revised 06/09/2014

Field Structural Inspection Approval Form

To: City of Miami Beach Building Official
1700 Convention Center Drive, Second Floor
Miami Beach, FL 33139

Date: _____

RE: _____
[Name of Special Event]

[Address of Project]

[Permit No.]

Dear Building Official:

I _____, having performed and approved the required inspections, hereby attest that to the best of my knowledge, belief and professional judgment, the system marked below covered by the above referenced permit has been inspected and approved.

- | | |
|--|---|
| <input type="checkbox"/> Membrane Structures (Tents) | <input type="checkbox"/> Tower for Lighting or Sound System |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Trailer/Container |
| <input type="checkbox"/> Platform | <input type="checkbox"/> Lift |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Ramp |
| <input type="checkbox"/> Others Describe: | |

Sincerely,

Special Inspector (SIGNED AND SEALED)

License Number

Firm name: _____

Address: _____

Telephone: _____

Cellular: _____

E-mail: _____



Flooring Permit Affidavit

All commercial properties, including condominium units, are required to obtain a permit for flooring (tile, wood, marble). To obtain a permit for flooring please provide the following documents to the permit counter.

- 1) Permit Application
- 2) Flooring Permit Affidavit
- 3) Copy of the soundproofing manufacturer's literature with assembly value that complies with the Florida Building Code highlighted
- 4) Floor Plan indicating the area of work
- 5) Copy of Contract/Agreement between client and contractor

No review will be required for flooring permits with the exception of terraces, porches, lobbies and other public spaces.

NOTE: A soundproofing inspection is mandatory in the City of Miami Beach

FLOORING PERMIT AFFIDAVIT

Process # _____
 Address of Property _____
 Product/Material _____

I, _____, the qualifying agent # _____ for _____
(Name) (Contractor License Number) (Company Name)

hereby certify that all requirements of the Florida Building Code, Chapter 12, Section 1207 – Sound Transmission, will be met for the above mentioned location.

1207.2 Air-borne sound. Walls, partitions and floor/ceiling assemblies separating *dwelling units* from each other or from public or service areas shall have a sound transmission class (STC) of not less than 50 (45 if field tested) for air-borne noise when tested in accordance with ASTM E 90. Penetrations or openings in construction assemblies for piping; electrical devices; recessed cabinets; bathtubs; soffits; or heating, ventilating or exhaust ducts shall be sealed, lined, insulated or otherwise treated to maintain the required ratings. This requirement shall not apply to *dwelling unit* entrance doors; however, such doors shall be tight fitting to the frame and sill.

1207.3 Structure-borne sound. Floor/ceiling assemblies between *dwelling units* or between a *dwelling unit* and a public or service area within the structure shall have an impact insulation class (IIC) rating of not less than 50 (45 if field tested) when tested in accordance with ASTM E 492.

Signature: _____

Print Qualifier Name: _____

State of Florida, County of Miami-Dade
Sworn to and subscribed before me this _____, Day of _____, 20____

By _____

(SEAL) _____

Personally known or Produced Identification

Type of Identification _____

Attach:

-Copy of soundproofing manufacturer's literature with assembly value that complies with the Florida Building Code highlighted

-Floor Plan indicating the area of work

-Copy of Contract/Agreement between client and contractor

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 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.



Owner/Builder Affidavit

DISCLOSURE STATEMENT FLORIDA STATUTE 489.103(7)

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. **If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption, therefore, the permit and CO/CC will be revoked by the Building Official.** You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing Ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

For your information, the Owner/Builder may become liable and responsible for the employee he/she hires to assist in the construction project. This responsibility may include the following where required by Law:

- Worker's compensation (for workers injured on the job)
- Social Security Tax (must be deducted from the employee's wages and matched with the owner's funds).
- Unemployment Compensation (may or may not be required)
- Federal Withholding Tax
- Liability Coverage

I acknowledge that as an Owner/Builder, I _____ am obligated to actually, physically, build the structure or do the work which I have permitted.

I understand that if I am not physically doing the work or physically supervising free labor from friends or relatives, that I must hire licensed contractors, i.e. electrician, plumber, mechanical (heating & air conditioning), etc. I further understand that the violation of not physically doing the work, and the use of unlicensed contractors at the construction site, will cause the project to be shut down by the inspector staff of the Miami Beach Building Department. Additionally, state statutes allows for additional penalties. I also understand that if this violation does occur, that in order for the job to proceed, I will have a licensed contractor come in and obtain a new permit as taking the job over. I understand that if I hire subcontractor under a contract price, that they must be licensed to work in Miami-Dade County, i.e. masonry, drywall, carpentry. Contractors licensed by Miami-Dade County Contractor Licensing Section or the State of Florida are required to have worker's compensation and liability coverage. State statute requires all licensed contractors have worker's compensation and liability insurance.

I will assume full responsibility as an Owner/Builder Contractor and will personally supervise of do all work allowed by law on the permitted structure.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Permit/Process number _____

Property Address _____

Print Owner's Name

Owner's Signature

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

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

by _____

Personally known

Produced Identification – Type of Identification _____

Signature of Notary Public

(SEAL)



Owner's Affidavit for Tenant Permit

As owner of the tenant space with address _____, I hereby
 give authorization for my lessee _____ to apply and
 obtain a building permit for the scope of work described as follows:

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 RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND
 TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING
 YOUR NOTICE OF COMMENCEMENT.**

Legal address of parcel _____

 Print Owner's Name

 Owner's Signature

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

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

by _____

Personally known

Produced Identification – Type of Identification _____

 Signature of Notary Public

(SEAL)

ADA Information

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City of Miami Beach 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** Owner's Affidavit for Tenant Permit
- Form Purpose** This form is completed if the Permit Application has been executed by the Lessee.
- Related Forms** Permit Application
- Associated Fees**
-
- For Assistance** Please contact:
1. **In – person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 33139
 2. **Via Telephone:** 305-673-7610
 3. **Via E-mail:** buildingdepartment@miamibeachfl.gov
 4. **Online:** www.miamibeachfl.gov

Building Department Mission

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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		

New Construction/Addition		Alteration/Reconfiguration of Space	
Square Footage	SF	Square Footage	SF
Value of Work	\$	Value of Work	\$
<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)	

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	Cell Phone	Daytime 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	Cell Phone	Daytime 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)

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

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Document Submission Checklist	Plans Checklist
<input type="checkbox"/> Completed Permit Application <input type="checkbox"/> Owner/Builder Affidavit <input type="checkbox"/> Flooring Permit Affidavit <input type="checkbox"/> Soundproofing specifications (Multifamily building for unit above first floor) <input type="checkbox"/> Two (2) sets of plans for Review <input type="checkbox"/> Two (2) Elevation Certificates <input type="checkbox"/> Two (2) Surveys of Property <input type="checkbox"/> Two (2) Energy Calculation Forms <input type="checkbox"/> Two (2) Heating and Cooling Load Calculation Forms <input type="checkbox"/> Asbestos Report <input type="checkbox"/> Owner/Qualifier/Contractor Estimate Construction Cost Affidavit <input type="checkbox"/> Recorded Warranty Deed <input type="checkbox"/> Corporation Documentation/Articles of Incorporation <input type="checkbox"/> Original Power of Attorney <input type="checkbox"/> Original Authorization Letter from Owner to Tenant <input type="checkbox"/> Contractor's State or Municipal License <input type="checkbox"/> Contractor's Business Tax Receipt <input type="checkbox"/> Contractor's Municipal Contractor Business Tax Receipt <input type="checkbox"/> Contractor's Local Business Tax Receipt <input type="checkbox"/> Contractor's Liability Insurance <input type="checkbox"/> Contractor's Workman's Compensation Insurance <input type="checkbox"/> Contractor's Workman's Compensation Insurance Exemption <input type="checkbox"/> Roofing Appendix Sections A,B,C,D,E as applicable <input type="checkbox"/> Soil Density Letter <input type="checkbox"/> 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) <input type="checkbox"/> Swimming Pool Safety Act Form <input type="checkbox"/> Temporary Electrical Service for Testing Hold Harmless Form <input type="checkbox"/> LEED Certification Registration (if applicable) <input type="checkbox"/> Paint color sample <input type="checkbox"/> Photographs of existing conditions <input type="checkbox"/> FPL Disconnection Letter <input type="checkbox"/> People/TECO Gas Disconnection Letter <input type="checkbox"/> Telephone Company Disconnection Letter <input type="checkbox"/> Other (Please Specify): _____ <input type="checkbox"/> Other (Please Specify): _____	<input type="checkbox"/> Civil drawings <input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation drawings <input type="checkbox"/> Demolition plans <input type="checkbox"/> Proposed floor plans <input type="checkbox"/> Electrical plans <input type="checkbox"/> Fire alarm plans <input type="checkbox"/> Fire protection plans <input type="checkbox"/> Irrigation plans <input type="checkbox"/> Landscape plans <input type="checkbox"/> Life safety plans <input type="checkbox"/> Mechanical plans <input type="checkbox"/> Plumbing plans <input type="checkbox"/> Structural plans and calculations <input type="checkbox"/> Miami Dade County Product Control Notice of Acceptance (windows, doors, waterproofing, truss connectors, equipment stands) <input type="checkbox"/> Miami Dade County Impact Fee Stamp <input type="checkbox"/> Miami Dade County DERM Approval <input type="checkbox"/> State of Florida Division of Hotels and Restaurants Approval

Revised January 2014



Permit Cancellation Request

Date	Permit/Process Number
Contractor Name	Contact Name
Job Address	Apartment/Unit Number
Telephone Number	E-Mail Address

A Permit Cancellation Request may be submitted if no work has taken place. If work has taken place a Change of Contractor must be submitted.

WARNING: If the work has taken place and the permit is cancelled, you will be in violation of section 109.4 of the Florida Building Code, *failure to obtain a permit* and will be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

<input type="checkbox"/> Owner	
_____ Print Owner's Name	_____ Owner's Signature
STATE OF FLORIDA , COUNTY OF MIAMI-DADE	
Sworn to and subscribed before me this _____ day of _____ 20____, by _____	
<input type="checkbox"/> Personally <input type="checkbox"/> Produced Identification – Type of Identification _____	
_____ Signature of Notary Public	(SEAL)
<input type="checkbox"/> Contractor	
_____ 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 _____	
<input type="checkbox"/> Personally <input type="checkbox"/> Produced Identification – Type of Identification _____	
_____ Signature of Notary Public	(SEAL)
Office Use Only	
Date of Receipt:	Permit Cancelled <input type="checkbox"/> Yes <input type="checkbox"/> No

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City of Miami Beach Mission

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

Excellence Miami Beach

Form Name	Permit Cancellation Request
Form Purpose	This form is completed if an owner or permit holder would like to request the cancellation of a permit.
Related Forms	Permit Refund Request No refunds shall be made on requests involving: <ol style="list-style-type: none"> 1. Permit fees of \$100.00 or less; or 2. Permits revoked by the building official under authority granted by the Florida Building Code; or 3. Permits cancelled by court order; or 4. Permits which have expired; or 5. Permits under which work has commenced as evidenced by any recorded inspection having been made by the department, unless the refund is due to an overcharge by the city.
Associated Fees] Minimum Permit Fee
Additional Info	If the work has taken place, you will be in violation of section 109.4 of the Florida Building Code, Work commencing before permit issuance.
Form Process	
For Assistance	Please contact: <ol style="list-style-type: none"> 1. In – person: Building Department, Miami Beach City Hall, 1700 Convention Center Drive, Miami Beach, Florida 33139 2. Via Telephone: 305-673-7610 3. Via E-mail: buildingdepartment@miamibeachfl.gov 4. Online: www.miamibeachfl.gov

Building Department Mission

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Permit Fee Refund Request

Date	Permit/Process Number
Property Owner	Job Address
Mailing Address	Apartment/Unit Number
Telephone Number	E-Mail Address
Reason for Refund	Requested Refund Amount \$

I am requesting a permit fee refund. I understand that the following fees are non-refundable according to the City of Miami Beach Fee Schedule: (1) Upfront processing fee; (2) Miami-Dade County Code Compliance fees; and (3) State of Florida fees mandated by statute. I also understand that the refund must be greater than \$100.00 in order to receive a refund. Refund requests must be made in writing within one year of payment. All permit cancellations approved by the Building Official are not eligible for refunds or credits.

Refund Policy: All refunds will be made payable to the Property Owner of record.

Property Owner Signature	Date
--------------------------	------

Office Use Only

Refund Request Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval/Denial Date	Amount of Refund Approved \$
Building Official/Director approval required:		
Date of Review by Financial Analyst	Financial Analyst (Print Name)	Financial Analyst Signature indicating refund approval
Reason for Denial		

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Form Name Permit Fee Refund Request

Form Purpose This form is completed if the Property Owner would like to request a permit fee refund.

Related Forms

Associated Fees

Refund Policy

- (1) All refunds will be made payable to the Property Owner of record.
- (2) Refund requests must be made in writing within one year of payment.
- (3) No refunds shall be made on requests involving:
 - a. Permit fees of \$100.00 or less; or
 - b. Permits revoked by the building official under authority granted by the Florida Building Code; or
 - c. Permits cancelled by court order; or
 - d. Permits which have expired; or
- (4) Permits under which work has commenced as evidenced by any recorded inspection having been made by the department, unless the refund is due to an overcharge by the city.

**Form Process
For Assistance**

Please contact:

1. **In – person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 33139
2. **Via Telephone:** 305-673-7610
3. **Via E-mail:** buildingdepartment@miamibeachfl.gov
4. **Online:** www.miamibeachfl.gov

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Revised March 2015

Building Permit No. _____

Phase Permit No. _____

Planning & Zoning _____

Attached Board Orders _____

CITY OF MIAMI BEACH
PHASED PERMIT – NEW CONSTRUCTION AND INTERIOR ALTERATIONS ONLY
INDEMNITY AND HOLD HARMLESS

WHEREAS, _____ (Property Owner), in accordance with the Florida Building Code, 2010 ed., Section 105.13 entitled “Phased Permit Approval”, wishes to commence construction at _____, hereinafter “the Project”; and _____ Address

WHEREAS, the Building Official is willing to issue a Phased Permit, subject to the Written Procedures governing the Phased Permit, the receipt of which is hereby acknowledged by the Owner and Contractor; and

WHEREAS, a National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the City’s Municipal Separate Storm Sewer System (MS4) permit; and

WHEREAS, separate permits from the City of Miami Beach Public Works Department are required prior to work in the public right of way and in easements dedicated to the City; and

WHEREAS, all construction activity on new or existing structures within an historic district or site require a certificate of appropriateness in advance from the Historic Preservation Board or staff as required by the City Code; and

WHEREAS, all construction activity on new or existing structures not located within an historic district or site may require review and approval in advance from the Design Review Board. Construction activity not requiring board approval must be consistent with the Land Development Regulations; and

WHEREAS, this Phased Permit does not allow any demolition.

NOW THEREFORE, in consideration of the above premises, and other good and valuable consideration, the receipt and sufficiency of which is acknowledge, Owner hereby agrees as follows:

1. In accordance with the Florida Building Code, 2010 ed., Sec. 105.13, Owner agrees to indemnify and hold harmless and release and discharge the City of Miami Beach (hereinafter “City”), including its employees, from any and all liability arising out of, or in connection with the issuance of said Phased Permit.
2. Owner agrees that this Phased Permit for the structure shall proceed at the holder’s own risk with the building operation and without any assurance that a building permit for the entire structure will be granted. Owner further agrees that corrections may be required at the time of the issuance of the building permit to meet the requirements of the technical codes as well as the Land Development Regulations of the City Code and all applicable development orders.
3. Owner agrees that if any demolition occurs on the Property, the Phased Permit shall be automatically revoked by the Building Official without further notice to the Property Owner and Contractor and all construction shall immediately stop.
4. Owner agrees that if construction occurs on or over public property or a City easement, all encroachments shall be demolished, with proper permits, prior to the building permit being issued for the entire structure.
5. Owner agrees that the Phased Permit does not imply review of or compliance with the Florida Fire Prevention Code and that any work requiring a Fire Permit is not included in this Phased Permit and therefore cannot commence without said permit. Any required Fire Permit cannot be issued without an approved design document as prescribed in Florida Statutes.
6. The obligations of the Owner under this Agreement shall become operative and effective only upon the issuance to Owner of a Phased Permit for construction.
7. Owner acknowledges that the acceptance of the Phased Permit is a complete waiver and estoppel as to any rights, real, apparent or otherwise, to challenge the validity of any conditions hereof.
8. Owner acknowledges that any construction activity in violation of the above may require correction or removal to come into compliance with City Code and other applicable laws and regulations, at no cost to the City.
9. Owner has obtained all Miami-Dade County approvals and paid all applicable fees.

IN WITNESS, WHEREOF, _____ and _____ do hereunto set their hand and seal on the date and year as indicated below.

OWNER – NAME: _____

Owner's Signature

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____, as identification.

Witness my signature and official seal this ____ day of _____, _____, in the County and State aforesaid.

Notary Public-State of _____

My Commission Expires:

Print Name

CONTRACTOR – NAME: _____

Contractor's Signature

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____, as identification.

Witness my signature and official seal this ____ day of _____, _____, in the County and State aforesaid.

Notary Public-State of _____

My Commission Expires:

Print Name

Accepted:

Building Official Dated

This form was approved as to form and language and for Execution by the Office of the City Attorney – 06.04.13

MIAMIBEACH

Plan Routing Sheet

General Information – All fields MUST be completed for submittal		
Date	Process/Permit Number	Historic (Y/N)
Job Address		
Contact Name	E-mail	Telephone

Re-submittals - New Sheets: Yes No

List all new sheets:

OFFICE USE ONLY

Required Approvals - As Indicated		
<input type="checkbox"/> Planning & Zoning	<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works
<input type="checkbox"/> Flood Plain Management	<input type="checkbox"/> Building	<input type="checkbox"/> Structural
<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Elevator	<input type="checkbox"/> DERM	<input type="checkbox"/>

Comments:

Reviewer:

Date:

DROP OFF ONLY - Items Received - As Indicated		
<input type="checkbox"/> 2 sets of plans	<input type="checkbox"/> Elevation Certificate	<input type="checkbox"/> Special Inspector Forms
<input type="checkbox"/> Permit Application	<input type="checkbox"/> Flood Proofing Certificate	<input type="checkbox"/> Structural calculations
<input type="checkbox"/> MDC Permit Application	<input type="checkbox"/> Survey(s)	<input type="checkbox"/> Energy calculations
<input type="checkbox"/> Master set	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Geotechnical Report
<input type="checkbox"/> Narrative response	<input type="checkbox"/> Cost Affidavit	<input type="checkbox"/>

Walk Thru

Drop Off



Private Provider Inspection Notification

Date	Permit Number
Job Address	Project Name
Contractor for the work to be inspected	Date of Inspection
Telephone Number	Approximate time of inspection
Private Provider Inspector	Inspection type
Private Provider Inspector contact telephone number	Area to be inspected

E-mail your inspection notification to: MarianoFernandez@miamibeachfl.gov; LeonelMedrano@miamibeachfl.gov; LindaBlanco@miamibeachfl.gov

NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

Process/Permit # _____ Project Name: _____

Job Address: _____ Parcel Tax ID: _____

Services to be provided: Plans Review _____ Inspections _____

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to Section 553.791(2) Florida Statute.

I, _____, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: _____

Address: _____

Telephone: _____

Email Address (Optional): _____

Florida License, Registration or Certificate #: _____

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by s.553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire code, land use, environmental or other codes.

The following attachments are provided as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. Proof of insurance for professional and comprehensive liability in the amount of \$1 million per occurrence relating to all services performed as a private provider, including tail coverage for a minimum of 5 years subsequent to the performance of building code inspection services.

INDIVIDUAL

Name _____ Address _____ Phone _____

Signature

STATE OF FLORIDA

COUNTY OF _____

Before me, this _____ day of _____ 20____, personally appeared _____

who executed the foregoing instrument, and acknowledged that same was executed for the purposes therein expressed. [

] Personally known [] Procured Identification – Type of Identification _____

Signature of Notary Public

Seal

CORPORATION

Name _____ Address _____ Phone _____

Signature

STATE OF FLORIDA

COUNTY OF _____

Before me, this _____ day of _____ 20____, personally appeared _____ of

_____ a corporation, on behalf of the state corporation, who executed the fore foregoing instrument, and acknowledged that same was executed for the purposes therein expressed.

[] Personally known [] Procured Identification – Type of Identification _____

Signature of Notary Public

Seal

PARTNERSHIP

Name _____ Address _____ Phone _____

Signature

STATE OF FLORIDA

COUNTY OF _____

Before me, this _____ day of _____ 20____, personally appeared _____,

partnership, who executed the foregoing instrument and acknowledged that same was executed for the purposes therein [

] Personally known [] Procured Identification – Type of Identification _____

Signature of Notary Public Seal

**PRIVATE PROVIDER
PLAN COMPLIANCE AFFIDAVIT**

Process/Permit # _____ Address _____
Private Provider Firm: _____
Private Provider: _____
Address: _____
Phone: _____
Email: _____

Notice - A private provider may only perform building code plan review services that are within the disciplines covered by that person's licensure or certification.

I hereby certify that to the best of my knowledge and belief the plans submitted were reviewed for and are in compliance with the Florida Building Code and all local amendments to the Florida Building Code by the following affiant, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statute and hold the appropriate license or certificate.

Discipline(s) (check all that apply): Building Structural Electrical Mechanical Plumbing

Plan sheets: _____

Florida Architect or Engineer Certification #: _____

Signature of Private Provider: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20____, by: _____
[] Personally known [] Produced Identification – Type of Identification _____
and who being fully sworn and cautioned, state that the foregoing is true and correct to the best of his/her knowledge or belief.

Signature of Notary Public

Seal

Request for Certificate of Occupancy or Completion

Certificate of Occupancy

Certificate of Completion

Date	Permit Number	
Job Address	Tax Folio #	
Unit/Suite #	Occupancy/Use	
Total square feet for this CO/CC request	Number of Residential Units for this CO/CC request	
Contractor	Mailing address	
Telephone Number	E-Mail Address	
Owner/Tenant	Mailing address	
Telephone Number	E-Mail Address	
Contact Name	Contact Telephone Number	

Office Use Only	
Approved:	Mariano Fernandez, P.E. Building Official/Director

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. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach 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	CO – CC Request form
Form Purpose	This form is completed if the Permit Holder would like to request a Certificate of Occupancy or Completion.
Related Forms	
Associated Fees	Fee Schedule section 14: http://www.miamibeachfl.gov/building/
Form Process	Completed form must be submitted to the Building Official's office.
For Assistance	Please contact: <ol style="list-style-type: none">1. In – person: Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 331392. Via Telephone: 305-673-7610 ext 68683. Via E-mail: beatrizdooley@miamibeachfl.gov or milagrosrobayna@miamibeachfl.gov4. Online: www.miamibeachfl.gov

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.

Revised January 2015

Request for Temporary Certificate of Occupancy or Completion

Temporary Certificate of Occupancy Temporary Certificate of Completion Extension

Date	Permit Number	
Job Address	Tax Folio #	
Unit/Suite #	Occupancy/Use	
Total square feet for this TCO/TCC request	Number of Residential Units for this TCO/TCC request	
Contractor	Mailing address	
Telephone Number	E-Mail Address	
Owner/Tenant	Mailing address	
Telephone Number	E-Mail Address	
Contact Name	Contact Telephone Number	
Reason for Temporary Certificate of Occupancy, Temporary Certificate of Completion or extension request:		

Office Use Only	
Date	No. of Days: _____
Pending items:	
Approved:	Mariano Fernandez, P.E. Building Official/Director

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. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach 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	TCO – TCC Request form
Form Purpose	This form is completed if the Permit Holder would like to request a Temporary Certificate of Occupancy, Temporary Certificate of Completion or an extension of a temporary certificate that is going to expire.
Related Forms	
Associated Fees	Fee Schedule section 14: http://www.miamibeachfl.gov/building/
Form Process	Completed form must be submitted to the Building Official's office.
For Assistance	Please contact: <ol style="list-style-type: none">1. In – person: Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 331392. Via Telephone: 305-673-7610 ext 68683. Via E-mail: beatrizdooley@miamibeachfl.gov or milagrosrobayna@miamibeachfl.gov4. Online: www.miamibeachfl.gov

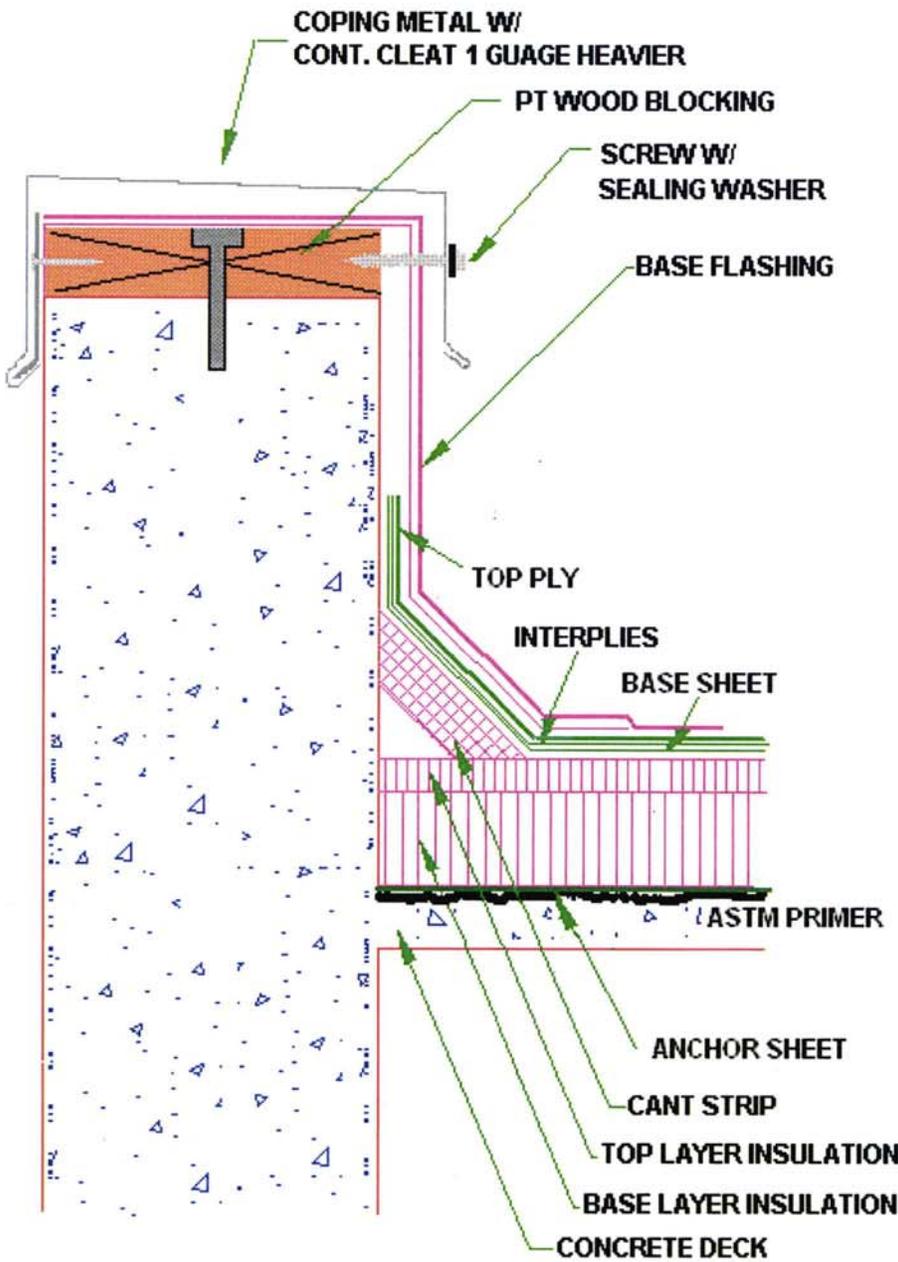
Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.

Revised January 2015

MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Illustrate Components Noted and Details as Applicable:



Parapet wall height: ft.

Roof Mean Height: ft.

Coping Metal:

Cleat:

Wood Nailer:

Wood Nailer Fastening:

Base Flashing:

Surfacing:

Top Ply:

Ply Sheet:

Base Sheet:

Top Layer of Insulation:

Base Layer of Insulation:

Anchor Sheet:



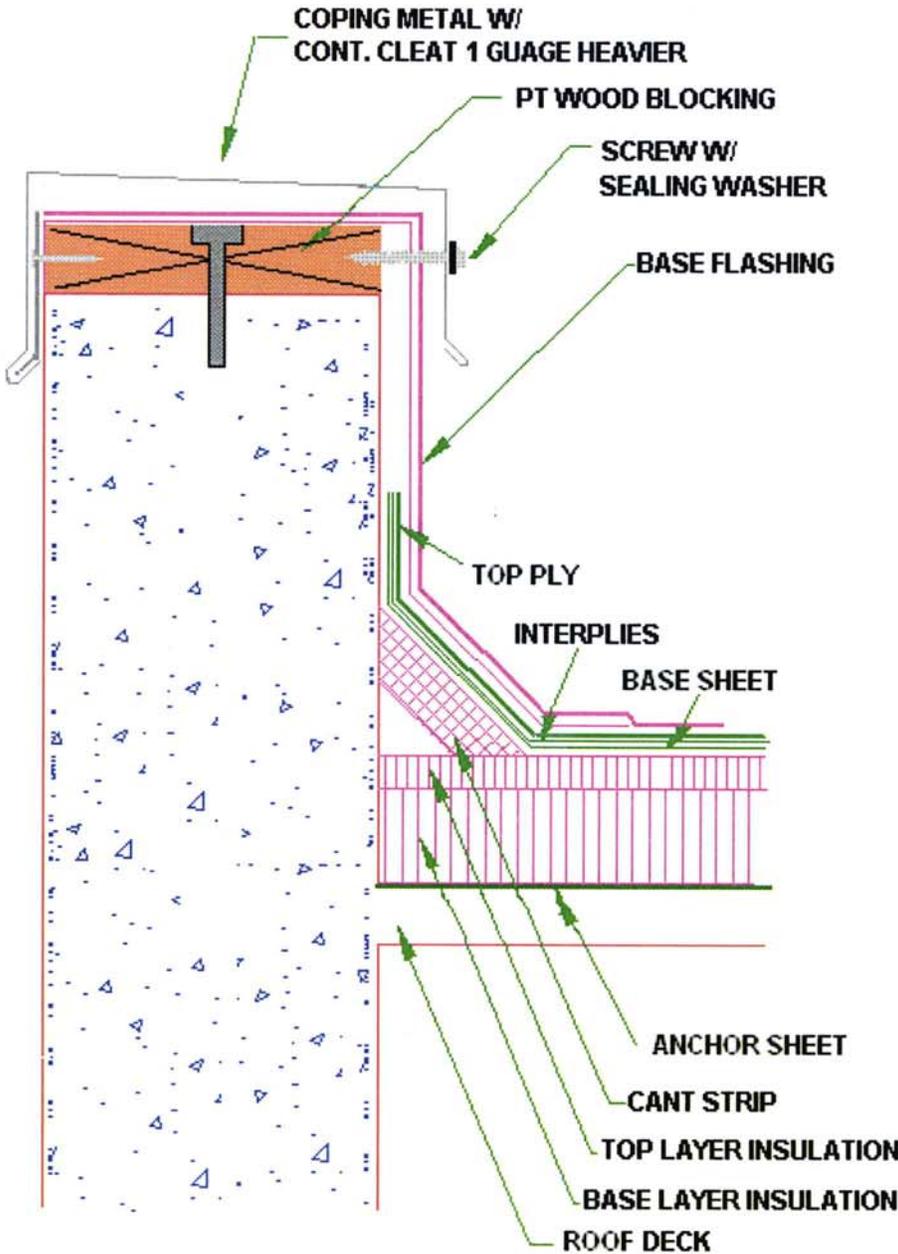
City of Miami Beach HVHZ Electronic Roof Permit Form

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Terminations/Stripping/Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing

Or: Submit Manufacturers Details that Comply with RAS-111 and Chapter 16.



Parapet wall height: ft.

Roof Mean Height: ft.

Coping Metal:

Cleat:

Wood Nailer:

Wood Nailer Fastening:

Base Flashing:

Surfacing:

Top Ply:

Inter Ply Sheet:

Base Sheet:

Top Layer of Insulation:

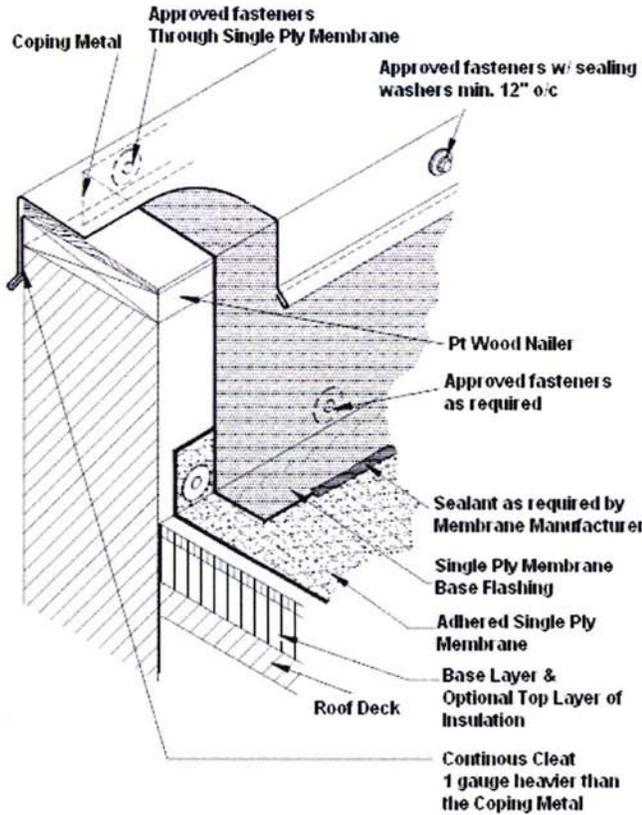
Base Layer of Insulation:

Anchor Sheet:

Roof Deck Type:

MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Single Ply Membrane Coping Metal Detail



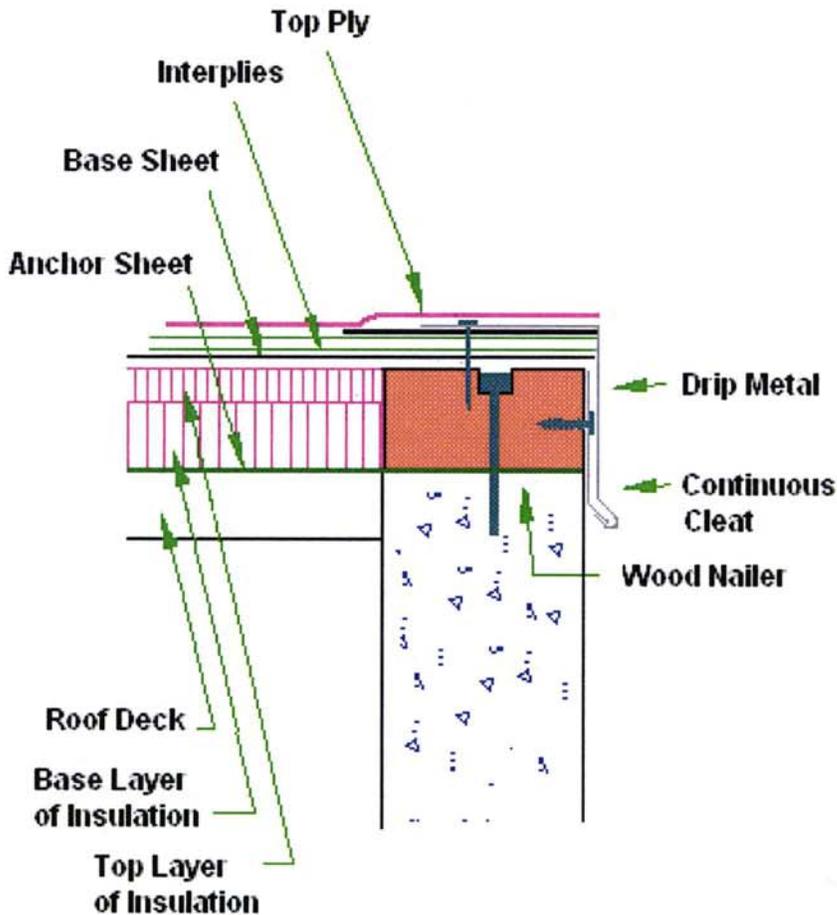
Provide Component Information

Parapet Wall ft.
 Height:
 Roof Mean ft.
 Height:
 Coping Metal Type and
 Size:
 Continuous
 Cleat:
 Wall Flashing Fully Adhered Mech. Attached
 Material:
 Surfacing

Single Ply Membrane
 Type:
 Top Insulation Layer
 Type:
 Base Insulation Layer
 Type:
 Wood Nailer Type &
 Size:
 Wood Nailer
 Attachment:
 Deck Type

MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Illustrate Components Noted and Details as Applicable:



Roof Mean Height: ft.

Drip Metal:

Continuous Cleat:

Surfacing:

Top Ply:

Interplies:

Base Sheet:

Top Layer of Insulation:

Base Layer of Insulation:

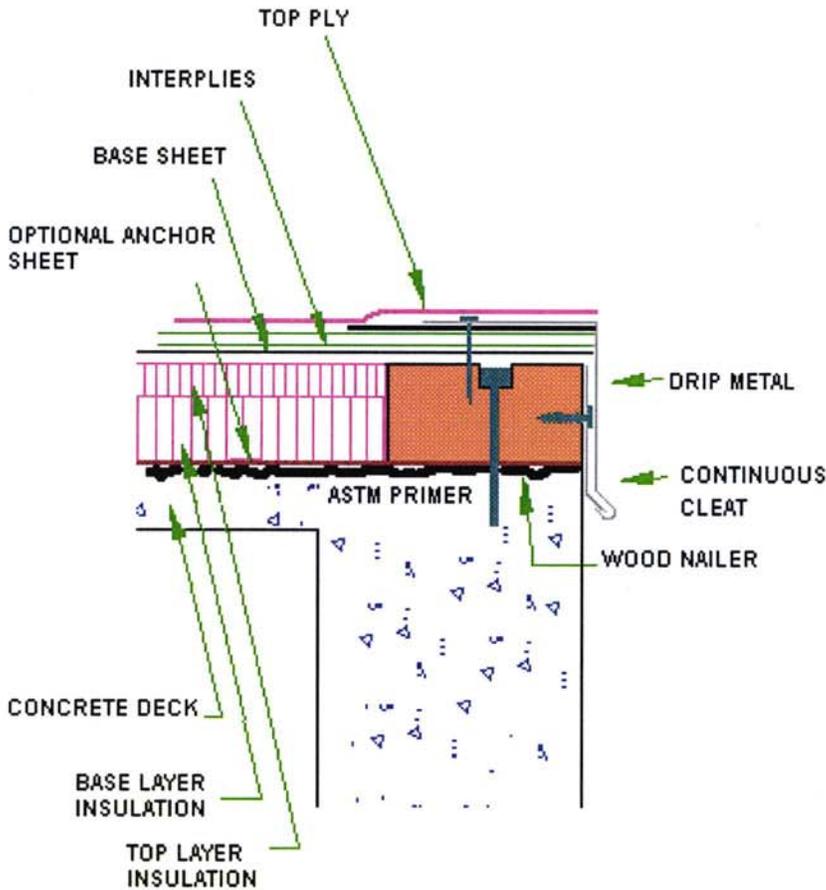
Wood Nailer:

Wood Nailer Fastening:

Anchor Sheet:

Deck Type:

Illustrate Components Noted and Details as Applicable:



Parapet wall height: ft.

Roof Mean Height: ft.

Drip Metal:

Continuous Cleat:

Surfacing:

Top Ply:

Interplies:

Base Sheet:

Top Layer of Insulation:

Base Layer of Insulation:

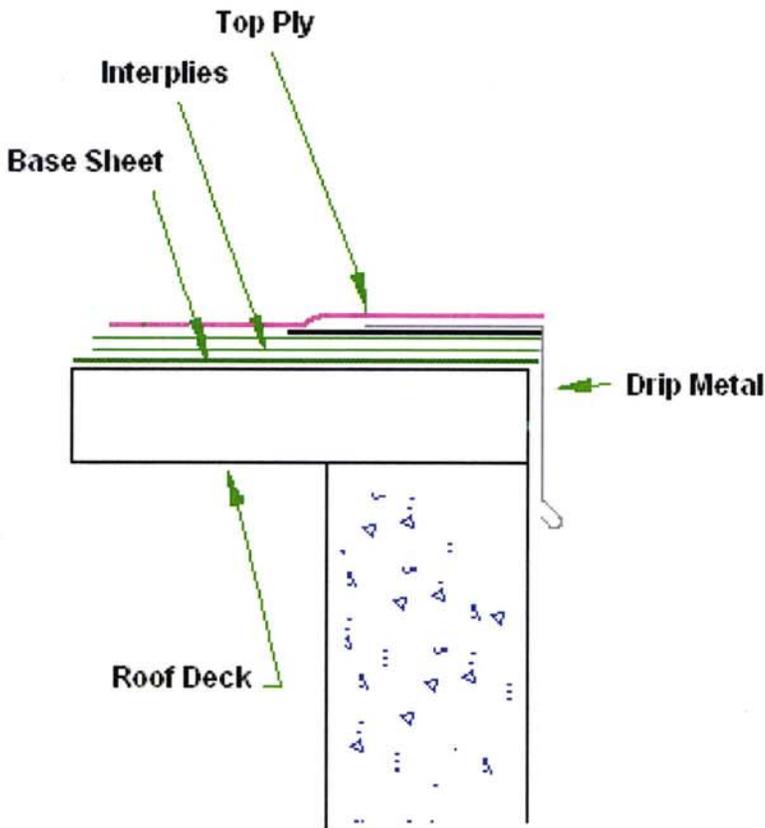
Wood Nailer:

Wood Nailer Fastening:

Anchor Sheet:



Illustrate Components Noted and Details as Applicable:



Roof Mean Height: ft.

Drip Metal:

Surfacing:

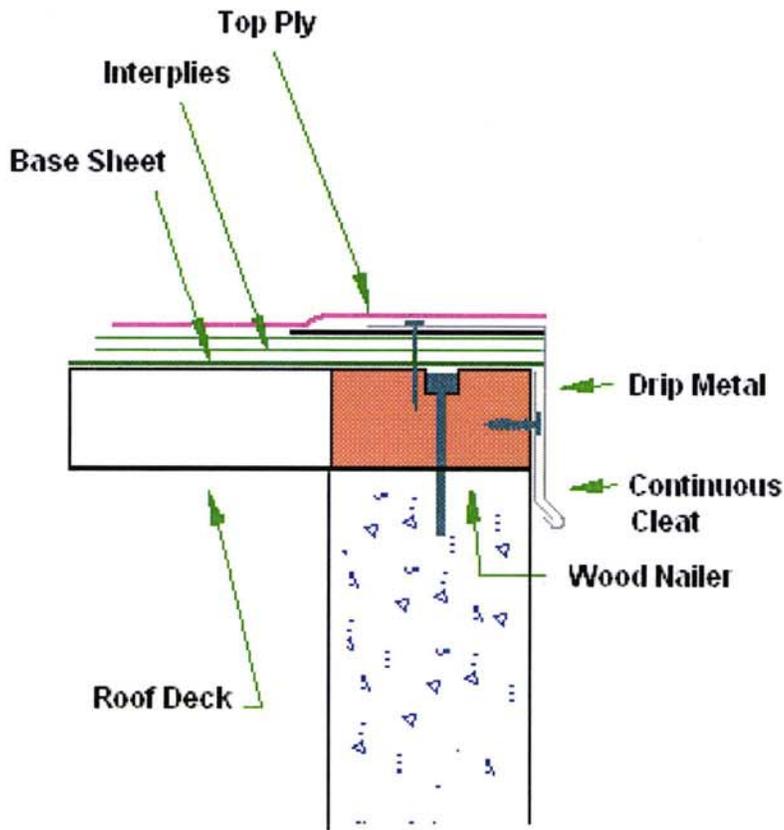
Top Ply:

Interplies:

Base Sheet:

Deck Type:

Illustrate Components Noted and Details as Applicable:



Roof Mean Height: ft.

Drip Metal:

Continuous Cleat:

Surfacing:

Top Ply:

Interplies:

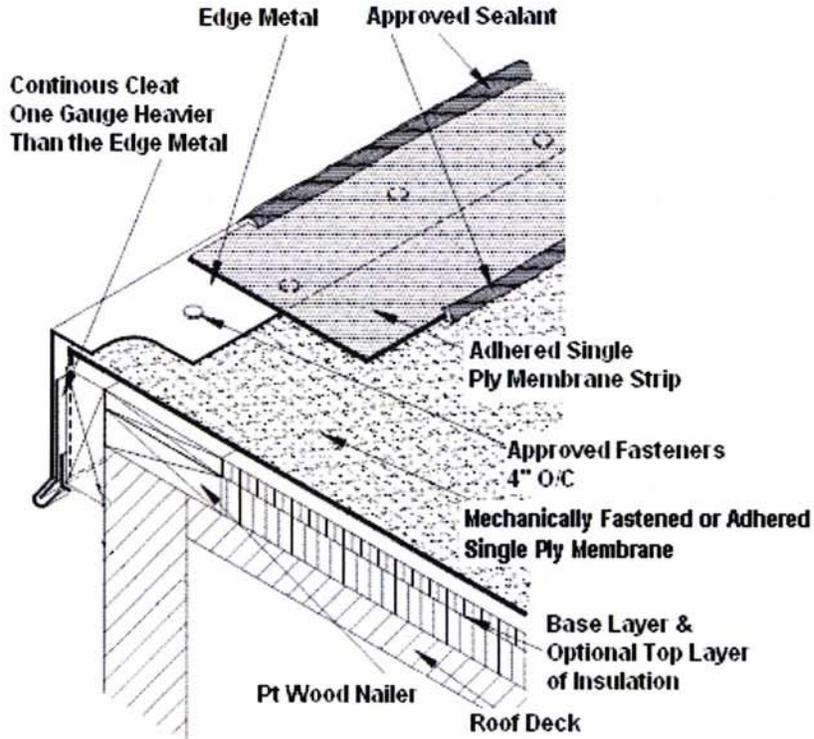
Wood Nailer:

Wood Nailer Fastening:

Deck Type:

MIAMI BEACH

City of Miami Beach HVHZ Electronic Roof Permit Form Single Ply Membrane Edge Metal Detail



Provide Component Information

Roof Mean Height: ft.

Edge Metal Type and Size:

Continuous Cleat:

Surfacing:

Single Ply Membrane Type:

Top Insulation Layer Type:

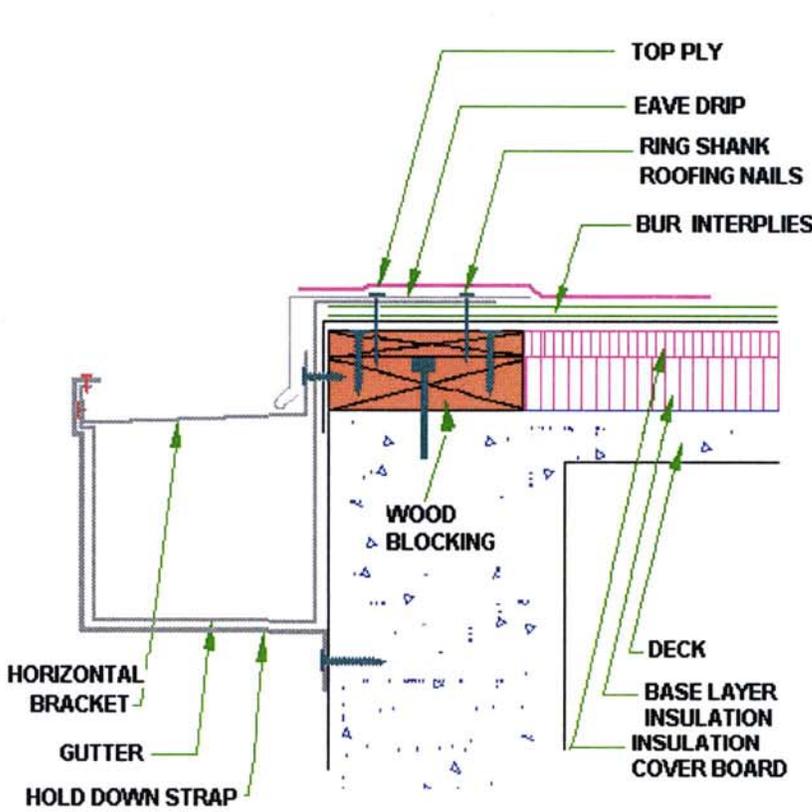
Base Insulation Layer Type:

Wood Nailer Type & Size:

Wood Nailer Attachment:

Deck Type:

Complete Components Noted and Details as Applicable:



Roof Mean Height: ft.

Gutter Size & Gauge:

Horizontal Bracket:

Hold Down Strap:

Surfacing:

Eave Drip:

Top Ply:

Interplies:

Base Sheet:

Top Layer Insulation:

Base Layer Insulation:

Wood Nailer:

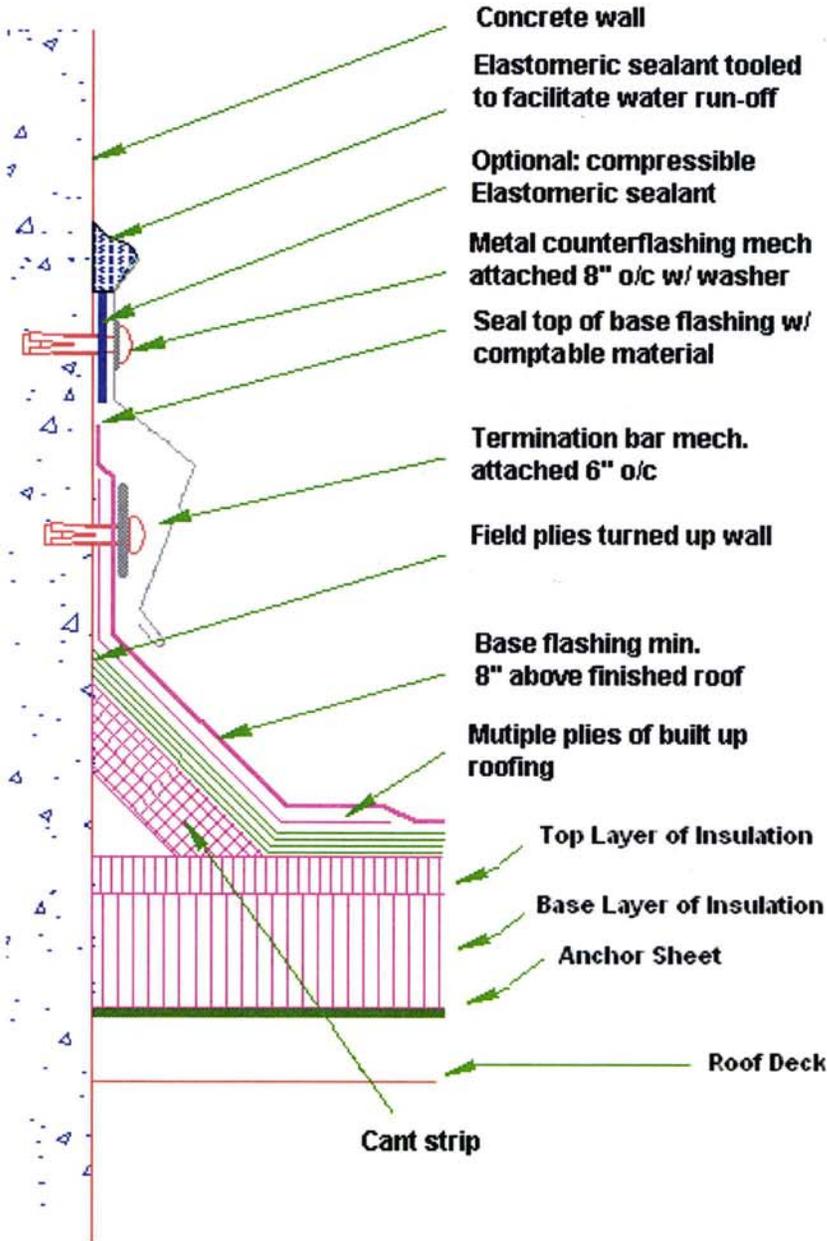
Nailer Attachment:

Anchor Sheet:

Concrete Deck

MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Illustrate Components Noted and Details as Applicable:



Parapet wall height: ft.

Roof Mean Height: ft.

Base Flashing:

Surfacing:

Top Ply:

Inter Ply Sheet:

Base Sheet:

Top Layer of Insulation:

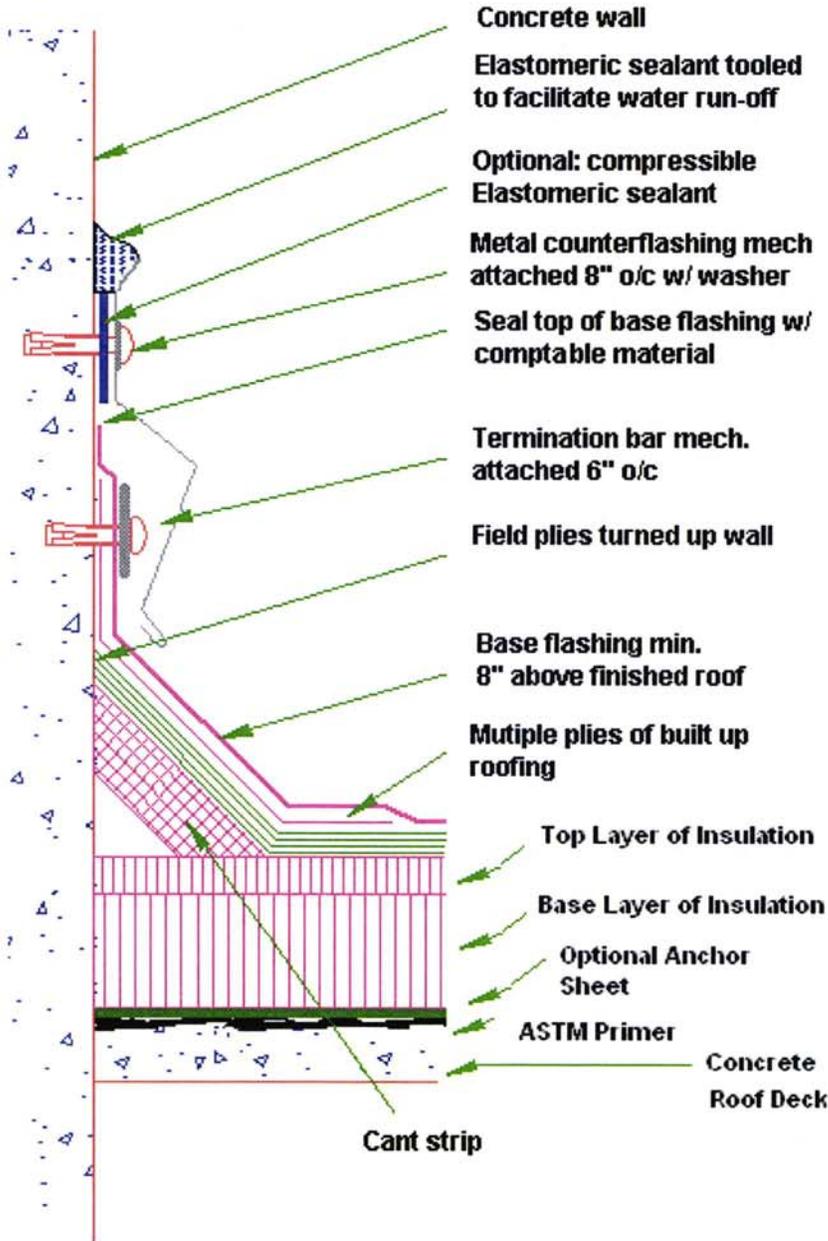
Base Layer of Insulation:

Anchor Sheet:

Roof Deck Type:

MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Illustrate Components Noted and Details as Applicable:



Parapet wall height: ft.

Roof Mean Height: ft.

Base Flashing:

Surfacing:

Top Ply:

Inter Ply Sheet:

Base Sheet:

Top Layer of Insulation:

Base Layer of Insulation:

Anchor Sheet:



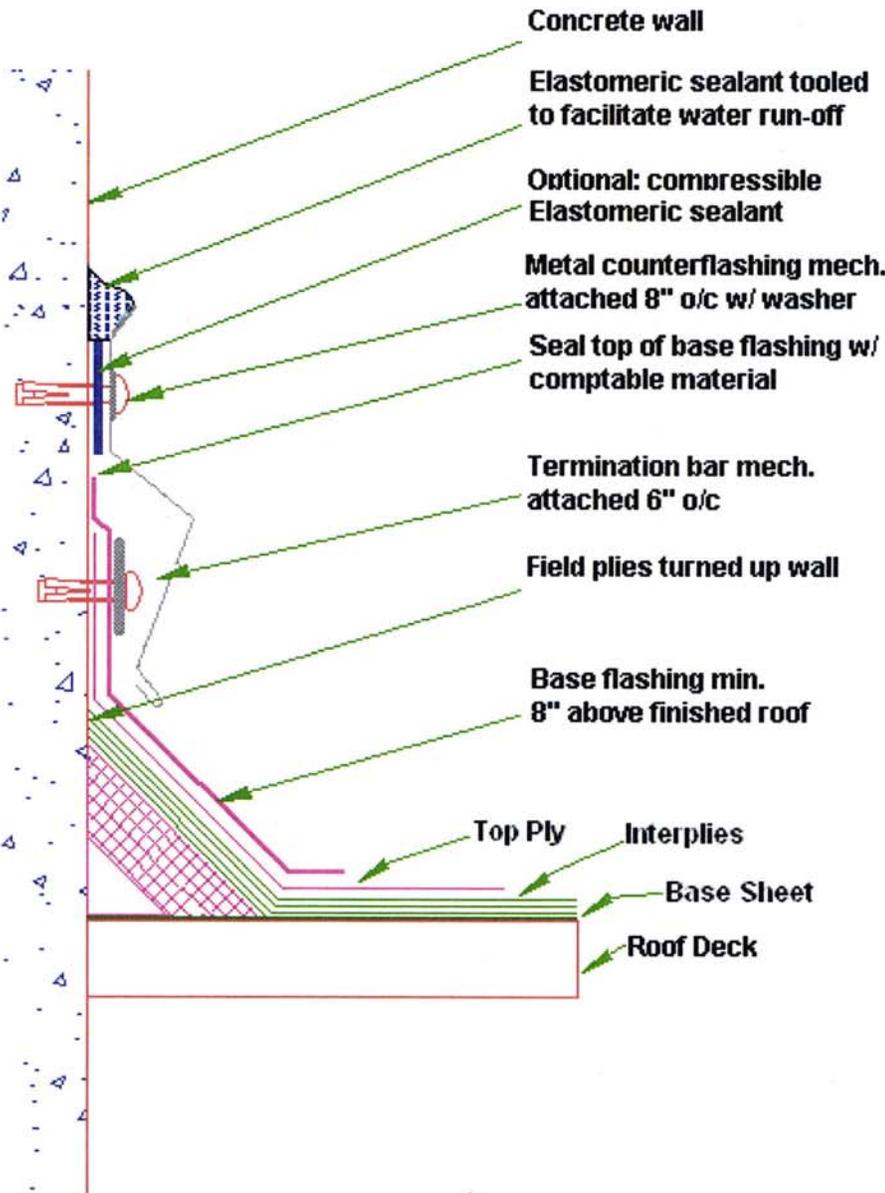
City of Miami Beach Building Department Electronic Application
High Velocity Hurricane Zone Roofing Permit Application Form

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Terminations/Stripping/Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing

Or: Submit Manufacturers Details that Comply with RAS-111 and Chapter 16.



Parapet wall height: ft.

Roof Mean Height: ft.

Base Flashing:

Surfacing:

Top Ply:

Inter Ply Sheet:

Base Sheet:

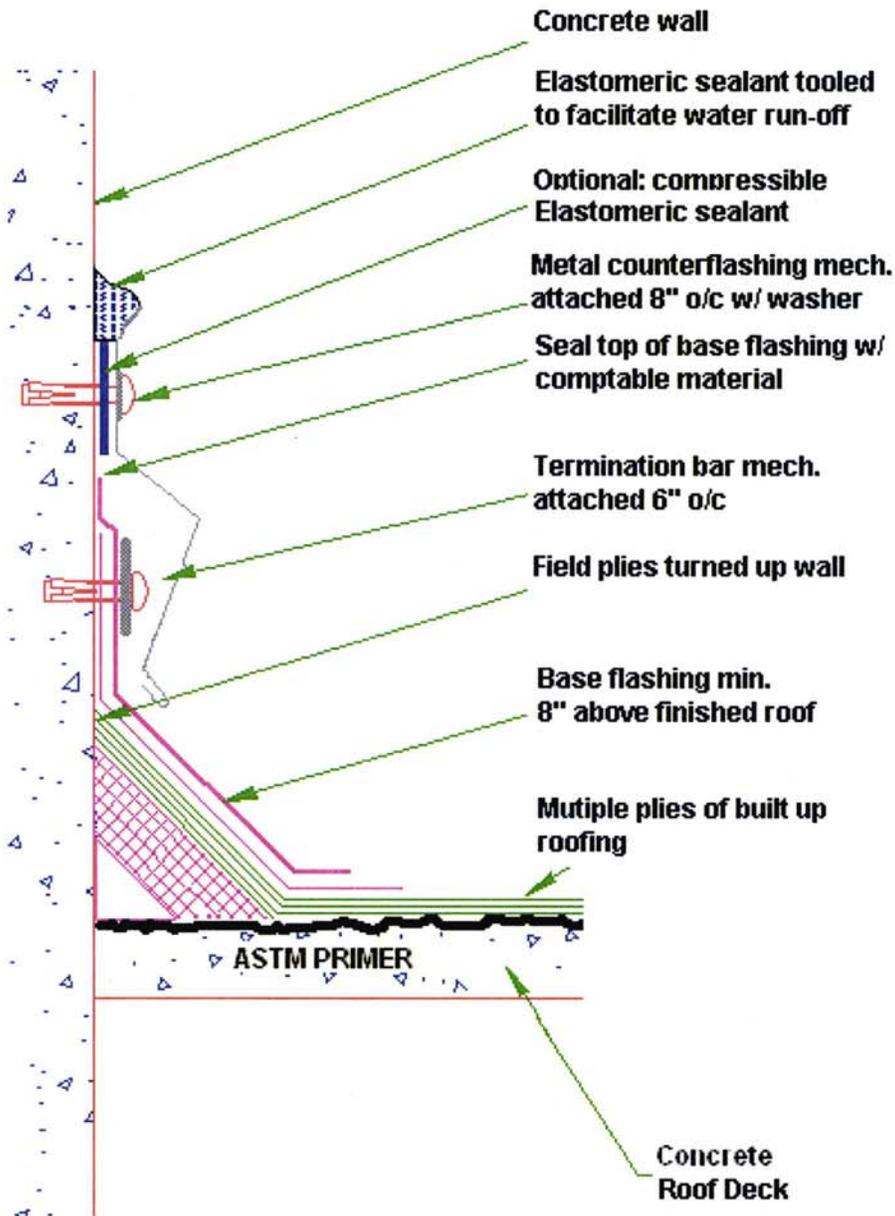
Roof Deck Type:

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Terminations/Stripping/Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing

Or: Submit Manufacturers Details that Comply with RAS-111 and Chapter 16.



Parapet wall height: ft.

Roof Mean Height: ft.

Base Flashing:

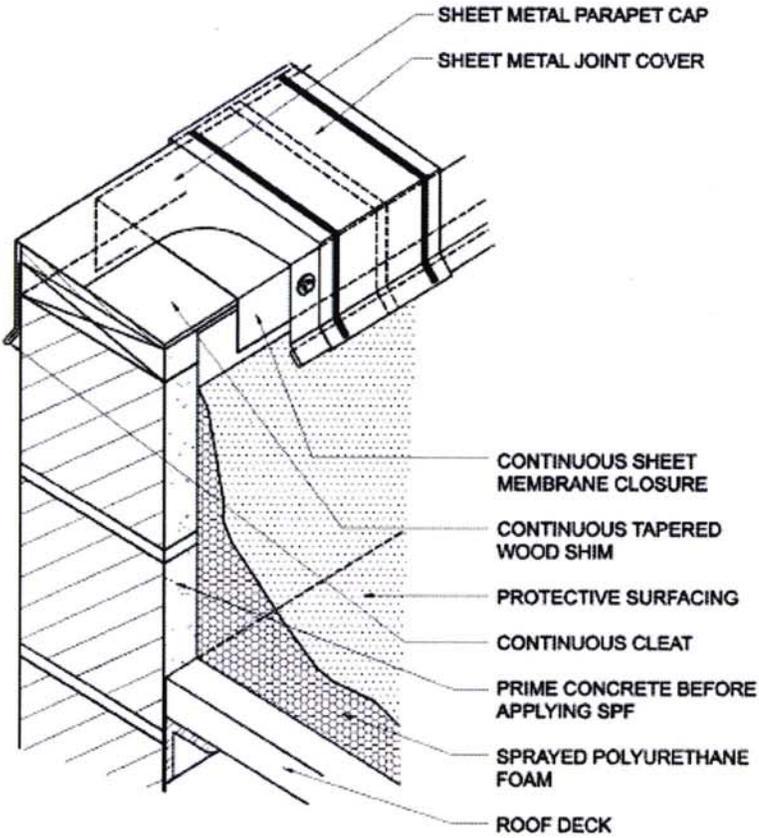
Surfacing:

Top Ply:

Ply Sheet:

Base Sheet:

Provide Components and Details as Applicable:



Roof Mean Height: ft.

Parapet Wall Height: ft.

Coping Metal:

Continuous Cleat:

Wood Nailer:

Wood Nailer Attachment:

Optional Granules:

Protective Surfacing:

Top Coat of SPF Foam:

Base Coat of SPF Foam:

Fire Barrier:

Base Insulation Layer:

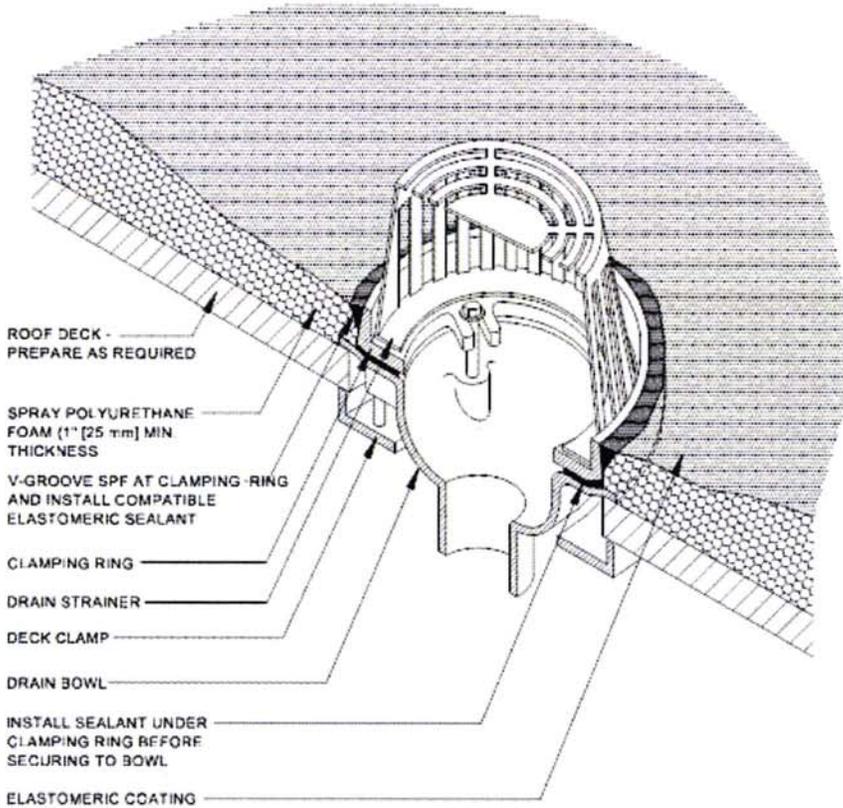
Primer:

Deck Type:



City of Miami Beach HVHZ Electronic Roof Permit Form

Provide Components and Details as Applicable:



Roof Mean Height: ft.

Parapet Wall Height: ft.

Through Roof Drain Size:

Optional Granules:

Protective Surfacing:

Top Coat of SPF Foam:

Base Coat of SPF Foam:

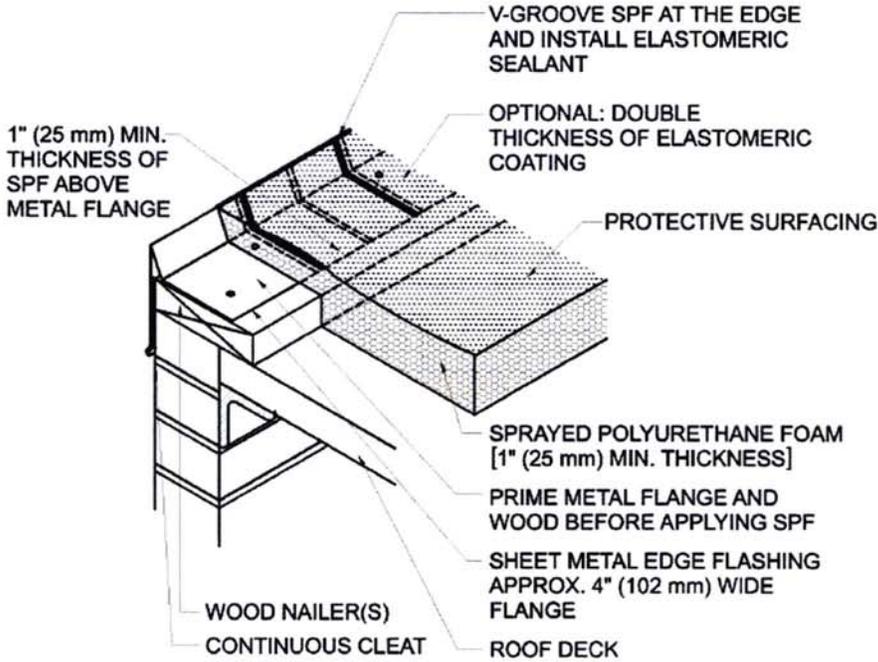
Fire Barrier:

Base Insulation Layer:

Primer:

Deck Type:

Provide Components and Details as Applicable:



Roof Mean Height: ft.

Edge Metal:

Continuous Cleat:

Optional Granules:

Protective Surfacing:

Top Coat of SPF Foam:

Base Coat of SPF Foam:

Fire Barrier:

Base Insulation Layer:

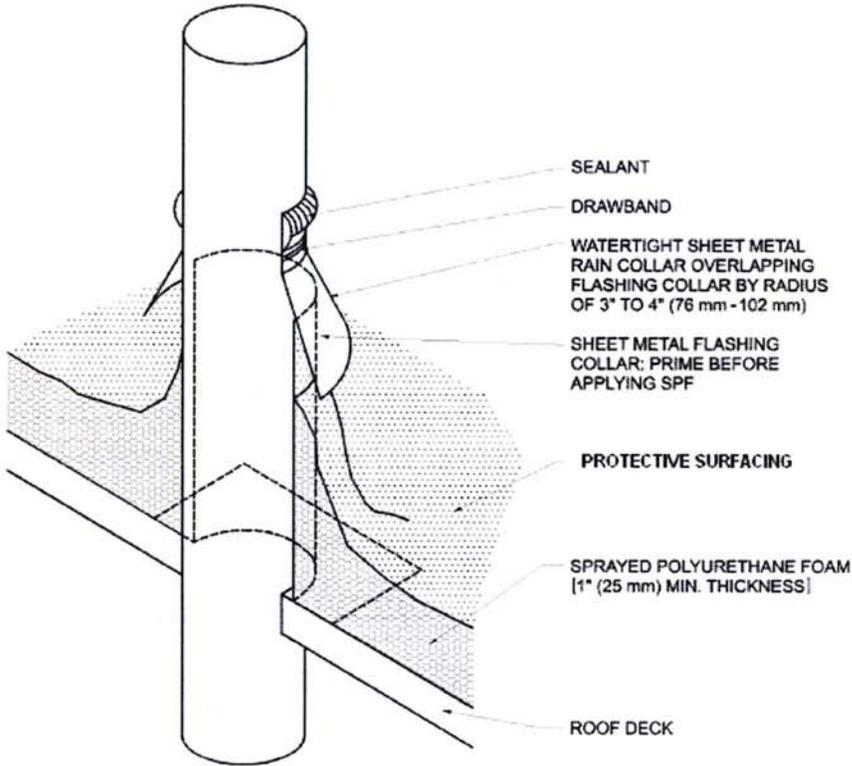
Wood Nailer:

Wood Nailer Fastening:

Primer:

Deck Type:

Provide Components and Details as Applicable:



Roof Mean Height: ft.

Parapet Wall Height: ft.

Optional Granules:

Protective Surfacing:

Top Coat of SPF Foam:

Base Coat of SPF Foam:

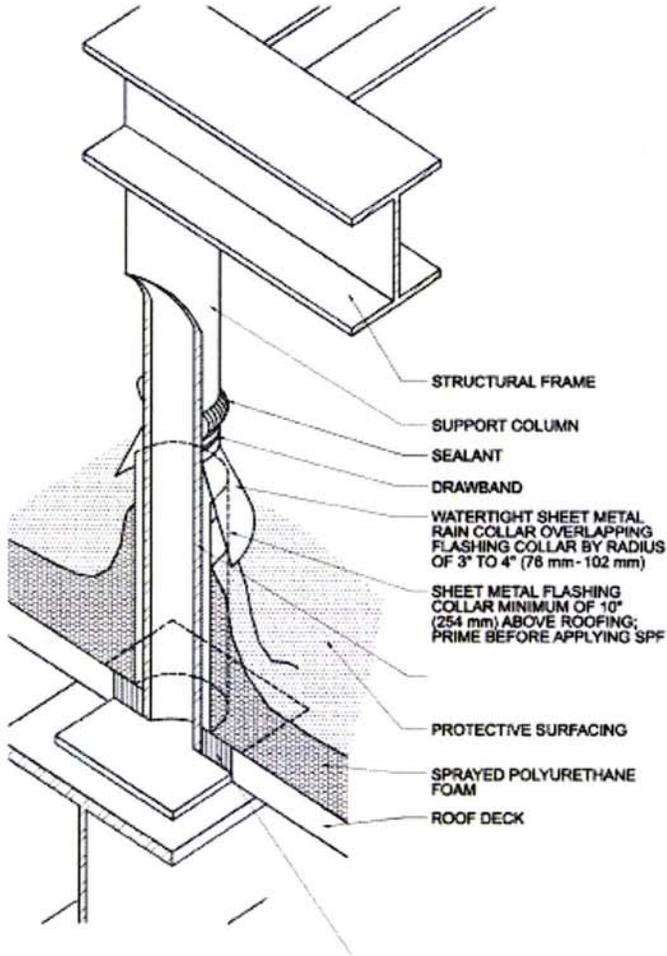
Fire Barrier:

Base Insulation Layer:

Primer:

Deck Type:

Provide Components and Details as Applicable:



Roof Mean Height: ft.

Parapet Wall Height: ft.

Optional Granules:

Protective Surfacing:

Top Coat of SPF Foam:

Base Coat of SPF Foam:

Fire Barrier:

Base Insulation Layer:

Primer:

Deck Type:



City of Miami Beach HVHZ Electronic Roof Permit Form
Sprayed Polyurethane Foam Permit Form

**Denotes required user inputs. If an item does not apply enter n/a in that line.*

*Master Permit No. : *Job Address:

*Application Date: *Process Number:

*Polyurethane Foam "PUFF" Assembly Manufacturer Name:

*Product Approval Number (NOA):

Does this roof assembly comply with the requirements for a fire rating per the HVHZ Florida Building Code? * Yes No

*Deck Type:

*Primer:

Primer Coverage: gal / 100 ft²

*Existing Roof (recovery only):

*Insulation / Barrier Board (only if listed in the "Puff" NOA product approval):

* Base/Anchor Sheet (only if listed in the "Puff" NOA product approval):

*Fastener Type for Base/Anchor Sheet Attachment:

*Fastener Type for Insulation Attachment:

*Fastener spacing for Base / Anchor Sheet attachment:

(1) Field: " o/c @ laps & rows " o/c @ field of basesheet

(2) Perimeter: " o/c @ laps & rows " o/c @ field of basesheet

(3) Corners: " o/c @ laps & rows " o/c @ field of basesheet

*Number of Fasteners per Insulation / Barrier Board:

(1) Field: (2) Perimeter: (3) Corners:

*Base Coat Polyurethane Foam:

*Base Coat Polyurethane Foam Coverage: " Minimum Thickness

*Top Coat Polyurethane Foam:

*Top Coat Polyurethane Foam Coverage: " Minimum Thickness

*Polyurethane Foam Protective Coating / Surfacing:

*Protective Coating Coverage:

Base Coat: gal / 100 ft²

2nd Coat: gal / 100 ft²

Top Coat: gal / 100 ft²

* Optional Granules:

- * New Roof
- * Reroof
- * Recovery
- * Other

*Slope: "/12"

*Roof Mean Height: ft.

*Roof Length: ft.

*Roof Width: ft.

*Max. Design Pressure: psf

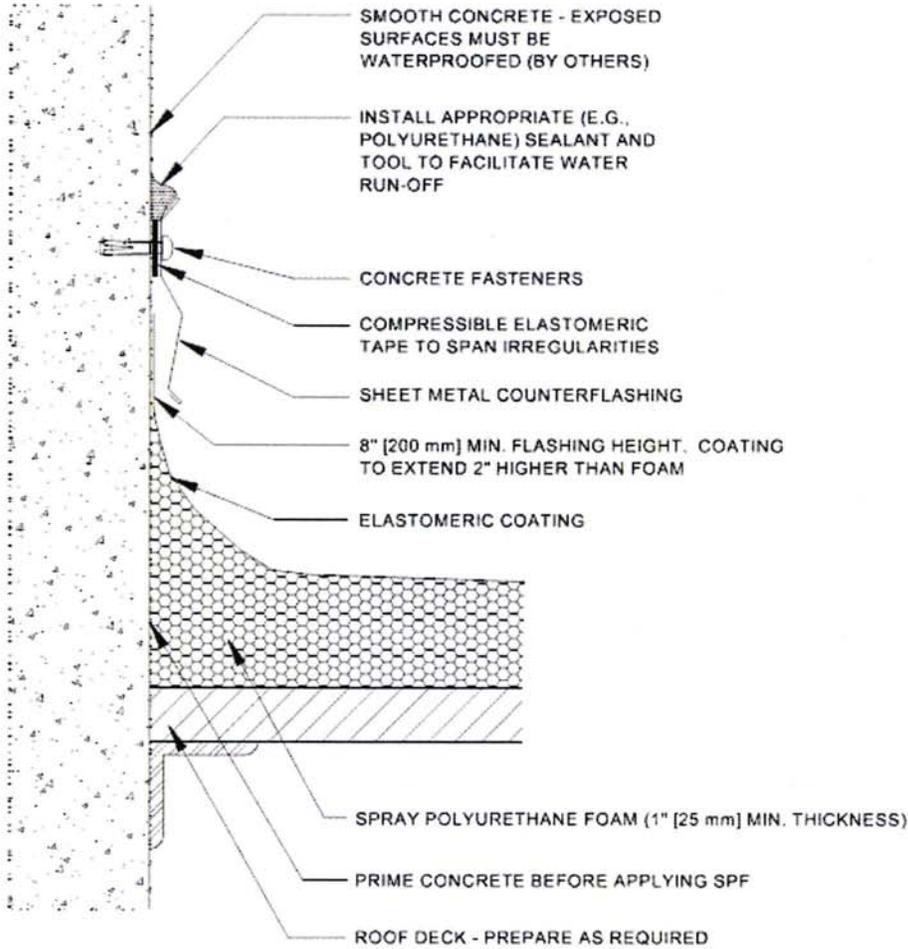
*Estimated Value: \$

*Approved applicator letter submitted:
 Yes No

MIAMI BEACH

City of Miami Beach HVHZ Electronic Roof Permit Form

Provide Components and Details as Applicable:



Roof Mean Height: ft.

Parapet Wall Height: ft.

Optional Granules:

Protective Surfacing:

Top Coat of SPF Foam:

Base Coat of SPF Foam:

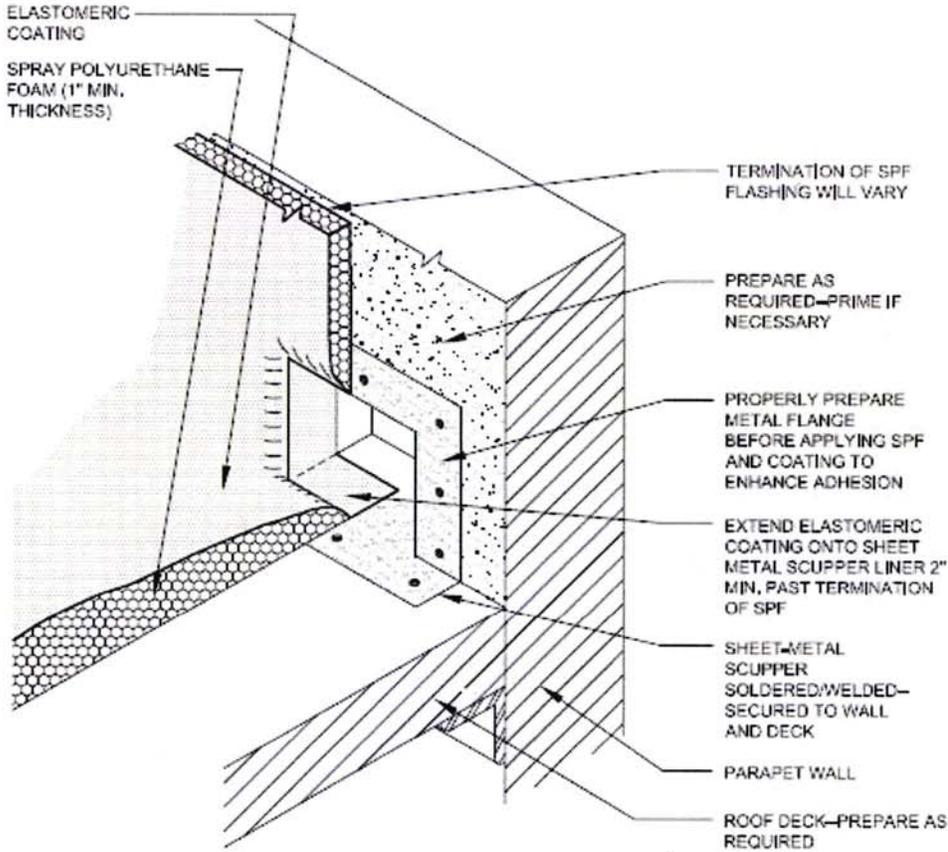
Fire Barrier:

Base Insulation Layer:

Primer:

Deck Type:

SPF Through Wall Scupper

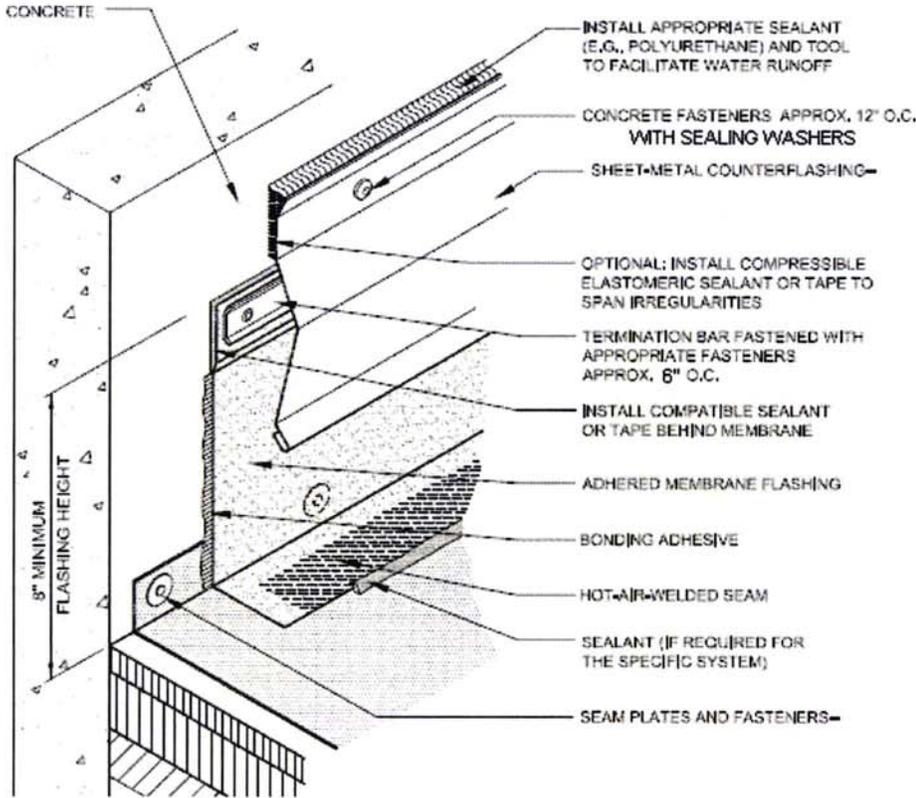


Parapet Wall Height: Ft.

Wall Scupper Size:



City of Miami Beach HVHZ Electronic Roof Permit Form
Single Ply Membrane Parapet Wall Flashing Detail



Provide Component Information

Roof Mean Height: ft.

Coping Metal Type and Size:

Continuous Cleat:

Wall Flashing Material: Fully Adhered Mech. Attached

Surfacing:

Single Ply Membrane Type:

Top Insulation Layer Type:

Base Insulation Layer Type:

Wood Nailer Type & Size:

Wood Nailer Attachment:

Deck Type:

MIAMI BEACH

Single Family Roofing Permits:

- (a) An “Owner Affidavit of Exemption from Roof to Wall Connection Retrofit” shall be included with the Roofing Permit Application if the property insured value is less than \$300,00000 or it is in compliance with the FBC or SFBC 1994 edition.
- (b) In addition if the house has an insured value of LESS THAN \$300,000, proof of the property insured value or a copy of the ad valorem tax value shall be submitted with permit application too.
- (c) For nonexempt houses, an “Affidavit of Compliance with Roof to Wall Connection Retrofit” shall be completed and signed by an Engineer, Architect, General or Building or Residential Contractor. This affidavit will be collected at the time of the first roof inspection.
- (d) Be advised that a Sheathing Affidavit prepared by the Roofing Contractor is still required at the time of “in progress” inspections.

MIAMI BEACH

**AFFIDAVIT OF COMPLIANCE WITH ROOF DECKING ATTACHMENT AND SECONDARY
WATER BARRIER HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT
SINGLE FAMILY RESIDENTIAL STRUCTURES
PURSUANT TO SECTION 553.844 F.S.**

Date: _____

To: City of Miami Beach Building Official
1700 Convention Center Dr
Building Department
Miami Beach, FL 33139

Re: Owner's Name _____

Property Address _____

Roofing Permit Number _____

Dear Building Official:

I _____ certify that the roof decking attachment and fasteners have been strengthened and corrected and a secondary water barrier has been provided as required by the "Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Structures" adopted by the Florida Building Commission by Rule 9B-3.047 F.A.C.

Signature of Qualifying Agent

Print Name

STATE OF FLORIDA COUNTY OF MIAMI-DADE
Sworn to and subscribed before me this _____
day of _____, 20_____,
(SEAL)

____ Personally known ____ or Produced Identification

OWNER'S AFFIDAVIT OF EXEMPTION

ROOF TO WALL CONNECTION HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES PURSUANT TO SECTION 553.844 F.S.

Date: _____

To: City of Miami Beach Building Department
1700 Convention Center Dr
Miami Beach, FL 33139

Re: Owner's Name _____

Property Address _____

Roofing Permit Number _____

Dear Building Official:

I _____ certify that I am not required to retrofit the roof to wall connections of my building because:

The just valuation for the structure for purposes of ad valorem taxation is less than \$300,000.00.

The building was constructed in compliance with the provisions of the Florida Building Code (FBC) or with the provisions of the 1994 edition of the South Florida Building Code (1994SFBC).

Signature of Property Owner

Print Name

STATE OF FLORIDA COUNTY OF MIAMI-DADE
Sworn to and subscribed before me this _____
day of _____, 20_____,
(SEAL)

____ Personally known ____ or Produced Identification

When the just valuation of the structure for purposes of ad valorem taxation is equal to or more than \$300,000.00, and the building was not constructed in compliance with the FBC nor with 1994 SFBC, and affidavit of Roof to Wall Connection Hurricane Mitigation Retrofit must be provided.

MIAMI BEACH

**AFFIDAVIT OF COMPLIANCE WITH ROOF TO WALL CONNECTION HURRICANE MITIGATION
RETROFIT FOR EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL
STRUCTURES PURSUANT TO SECTION 553.844 F.S.**

Date: _____

To: City of Miami Beach Building Department
1700 Convention Center Dr
Miami Beach, FL 33157

Re: Owner's Name _____

Property Address _____

Roofing Permit Number _____

Dear Building Official:

I _____, certify that I have improved the roof to wall connections of the referenced property as required by the Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Residential Structures as adopted by the Florida Building Commission by Rule 9B-3.047 F.A.C.

Signature of Qualifying Agent

Print Name

License Number

STATE OF FLORIDA COUNTY OF MIAMI-DADE
Sworn to and subscribed before me this _____
day of _____, 20_____,
(SEAL)

____ Personally known ____ or Produced Identification

MIAMI BEACH

Special Inspector for Mitigation Retrofit

Permit: _____

I / We _____ have been retained by _____ to perform special inspector services under the Florida Building Code, property located at _____ as of _____. I am a registered Architectural/Professional Engineer licensed in the state Florida.

Note: Only next to the applicable item.

- ____ Special Inspector for installation of roof to wall connectors as required by F.S. 553.844
- ____ Special Inspector for re-nailing of sheathing as required by F.S. 553.844 and the Florida Building Code, HVHZ
- ____ Special Inspector for roof secondary water barrier as required by F.S. 553.844
- ____ Other _____

The following individual(s) employed by this firm or me are authorized representatives to perform inspection *

- 1. _____
- 2. _____
- 3. _____
- 4. _____

*** Special Inspectors utilizing representatives shall insure the authorized representative is qualified by education or licensure to perform the duties assigned by the Special Inspector. The qualifications shall include one of the following:**

1. Licensure as a professional engineer or architect.
2. Graduation from an engineering education program in civil or structural engineering
3. Graduation from an architectural education program
4. Successful completion of the NCEES Fundamentals Examination
5. Registration as a building inspector or general contractor

I will notify the City of Miami Beach Building Department of any changes regarding authorized personnel performing inspection services.

I understand that all mandatory inspections, as required by the Florida Building Code, shall be requested by the permit holder and approved by the Building Department inspectors. Inspections performed by the Special Inspector hired by the Owner are in addition to the mandatory inspections performed by the Building Department. A Special Inspection Log for each building must be displayed in a convenient location on the site for inspection by the Building Department inspectors. Further, upon completion of the work under each permit, I will submit to the Building Department at the time of final inspection the completed Inspection Log form and sealed statement that, to the best of my knowledge, belief and professional judgment those portions outlined above meet the intent of the Florida Building Code and are in subsequent accordance with the approved plans.

Architect/Engineer Signature: _____

Architect/Engineer Print Name: _____

Address: _____

Phone Number: _____

Signed and Sealed _____ Owner/Agent Signature: _____

Owner/Agent Name Printed: _____

License Number _____

Building Department _____

Date: _____ Accepted By: _____



Building Department
1700 Convention Center Drive, 2nd Fl
Miami Beach, FL 33139
305.673.7610

SHEATHING AFFIDAVIT

Job Address: _____ Permit No. : _____

Contractor/Roofing Company Name _____

Qualifier Name: _____ License No.: _____

Contractor Address: _____

I, _____, do hereby affirm:

(Print Name of Qualifier)

That I will personally inspect & be responsible for the re-nailing of the existing roof sheathing as required by Florida Building Code (FBC) Section 2322.2.8 for the area covered by the roofing permit referenced above and further state that the re-nailing of the sheathing meets the requirements of the current edition of the Florida Building Code sections 2322.2.

FBC Section 2322.2.2 Board roof sheathing shall have a net thickness of not less than 3/4 inch when the span is not more than 28 inches or 5/8 inch when the span is not more than 24 inches, shall have staggered joints and shall be nailed with 8d common nails not less than two in each 6 inch board nor three in each 8 inch board at each support.

FBC Section 2322.2.8 when existing roofs are re-roofed to the point that the existing roofing is removed down to the plywood sheathing, the existing roof sheathing shall be re-nailed with 8d common nails (0.131 diameter by 2-1/2" long with a 0.281 diameter full round head). Power driven 8d nails shall be of the same dimensions. Nail spacing shall be six inches on center at panel edges, six inches on center at intermediate supports, and where applicable 10d nails four inches on center over gable ends and sub-fascia. Existing fasteners may be utilized to achieve such minimum spacing.

Qualifier/Contractor/Signature* Date

_____, having first been duly sworn, does

(Print Name of Qualifier/Contractor)

affirm the statement above to be true and correct by his/her own personal knowledge.

Notary Signature Date

Personally known to me

Produced photo identification- Type of identification _____

An owner/builder acting as contractor is considered the qualifier for this code.

ROOFING CONTRACTOR REGISTRATION CHECKLIST

- _____ COPY OF STATE OF FLORIDA LICENSE OR CERTIFICATE OF COMPETENCY
- _____ COPY OF DADE COUNTY OCCUPATIONAL AND OR MUNICIPAL LICENSE
- _____ CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
- _____ WORKMEN'S COMPENSATION INSURANCE OR EXEMPTION FROM STATE OF FLA.

ROOFING PERMIT CHECKLIST 2 COPIES OF EVERYTHING
(required for ALL permits to be accepted)

- _____ Permit application signed & Notarized by property owner & contractor.
- _____ High Velocity Permit Application Form **(2 copies)**
- _____ Copy of insured value of the home
- _____ Copy of the Ad Valorem taxation value of the home.
- _____ Roofing Contract / Contract of proposed job **(required for ALL permits submitted)**
- _____ Workers Compensation insurance certificate **(required for ALL permits submitted)**
 - If Worker's Comp. Exemption is used, the exemption certificate **MUST** include the names up of to 3 employees working on the job along with a printout of the corporate info from www.sunbiz.org The printout must include the names listed on the exemption certificate.
 - **MUST** provide insurance certificate for any additional workers on the job site.
- _____ Owner's notification for roofing permits **(2 copies)**
- _____ N.O.A.'S / Product Approvals (must submit all the pages) **(2 copies)**

TWO COPIES OF ALL ITEMS BELOW!

Home insured at	Home insured at
ABOVE	BELOW
\$ 300,000.00	\$300,000.00

- Re-nailing of sheathing as required by Section 507.2.2 of the Florida Building Code, HVHZ.
- Certification of the roof secondary water barrier & Deck Attachments.
- Owner's affidavit of roof to wall connection
- Qualifier's affidavit of roof to wall connection, Engineer's report of inspections with pictures
- Special inspector form **(must be submitted with roof application)**

NOTE: EVERYTHING CHECKED OFF MUST BE SUBMITTED AT TIME OF SUBMITTAL. THESE ARE THE PRELIMINARY REQUIREMENTS FOR SUBMITTAL. THE PLANS WILL BE REVIEWED BY THE APPROPRIATE INSPECTORS AND FURTHER INFORMATION MAY BE REQUIRED BEFORE FINAL APPROVAL.

Roofing Permit Application Requirements

Only site built single family residences are included in the requirement for mitigation retrofits and/or secondary waterproofing per Florida Statute 553.844, and only sloped hipped or gable roofs are required to comply. Townhouses and duplexes are not included under the definitions of site built single family residences and are therefore exempt from the mitigation requirements. Apartment buildings, condominiums, commercial building, and new construction roofs tied to a master building permit are also exempt.

On non-exempt structures that require mandated retrofits of the roof to wall connection, the maximum required dollar cost of these improvements per Florida Statute 553.844 shall not be required beyond a 15 per cent increase of the reroofing cost. Example: Replacement of the existing roof cost is \$10,000.00 X 15% = \$1,500.00 this amount is required to be spent on roof to wall connection retrofits.

Requirements:

1. Copy of the insured value of the home
2. Copy of the ad valorem taxation value of the home
3. Roofing Contract
4. Workman's Compensation
5. Permit application
6. Roof permit (**2 copies**)
7. Owner's notification for roofing permits (**2 copies**)
8. Florida licensed engineer or Architect assessment, which will need to certify the following items and submit photography for each:
 - a. Re-nailing of sheathing as required by Section 507.2.2 of the Florida Building Code, HVHZ. (**on job site**)
 - b. Certification of the roof secondary water barrier. (**on job site**)
 - c. Owner's affidavit of roof to wall connection (**must be filled out with roof application**) (**2 copies**)
 - d. Qualifier's affidavit of roof to wall connection, Engineer's report of inspections with pictures (**on job site**)
 - e. Special inspector form (**must be filled out with roof application**) (**2 copies**)
 - f. **As to Notice of Acceptance (in General Limitations), #7 and #9 will require calculations prepared, signed and sealed by a Florida registered Professional Engineer, a Registered Architect or a Registered Roofing Consultant.**
9. Building Permit (if necessary)
10. Building Contract (if necessary)
11. Building Contractor's Workman's Compensation (if necessary)
12. Two sets of plans signed and sealed by a Florida licensed engineer or architect (if necessary)

The special inspector must certify that the roof to wall connections comply with the Florida Building Code (F.B.C.) provisions. If the connections are not in compliance with the F.B.C., then a separate building permit is required for retrofitting the roof to wall connection.

Note: If the cost of the strapping work exceeds 50% or more of the total cost of the re-roofing, the homeowner must enter into separate contracts with the roofing and building contractors. It is illegal for both contractors to sub-contract with one another in this case.

A secondary water barrier should be installed using one of the following mitigation techniques offered in the Florida Commission Mitigation Retrofit Manual (refer to website noted above):

1. Option "A": All joints in roof sheathing or decking shall be covered with a minimum 4" wide strip of self-adhering polymer modified bitumen tape applied directly to sheathing or decking; or
2. "The Exceptions": Asphalt impregnated #30 felt underlayment attached with nails and tin-caps complying with HVHZ of the F.B.C. Code 2004 HVHZ, and covered with either self-adhering polymer modified bitumen cap sheet or an approved hot mop application that complies with the secondary water barrier requirements.

MIAMI BEACH

Special Inspector for Mitigation Retrofit

Permit: _____

I / We _____ have been retained by _____ to perform special inspector services under the Florida Building Code, property located at _____ as of _____. I am a registered Architectural/Professional Engineer licensed in the state Florida.

Note: Only next to the applicable item.

- ____ Special Inspector for installation of roof to wall connectors as required by F.S. 553.844
- ____ Special Inspector for re-nailing of sheathing as required by F.S. 553.844 and the Florida Building Code, HVHZ
- ____ Special Inspector for roof secondary water barrier as required by F.S. 553.844
- ____ Other _____

The following individual(s) employed by this firm or me are authorized representatives to perform inspection *

- 1. _____
- 2. _____
- 3. _____
- 4. _____

*** Special Inspectors utilizing representatives shall insure the authorized representative is qualified by education or licensure to perform the duties assigned by the Special Inspector. The qualifications shall include one of the following:**

1. Licensure as a professional engineer or architect.
2. Graduation from an engineering education program in civil or structural engineering
3. Graduation from an architectural education program
4. Successful completion of the NCEES Fundamentals Examination
5. Registration as a building inspector or general contractor

I will notify the City of Miami Beach Building Department of any changes regarding authorized personnel performing inspection services.

I understand that all mandatory inspections, as required by the Florida Building Code, shall be requested by the permit holder and approved by the Building Department inspectors. Inspections performed by the Special Inspector hired by the Owner are in addition to the mandatory inspections performed by the Building Department. A Special Inspection Log for each building must be displayed in a convenient location on the site for inspection by the Building Department inspectors. Further, upon completion of the work under each permit, I will submit to the Building Department at the time of final inspection the completed Inspection Log form and sealed statement that, to the best of my knowledge, belief and professional judgment those portions outlined above meet the intent of the Florida Building Code and are in subsequent accordance with the approved plans.

Architect/Engineer Signature: _____

Architect/Engineer Print Name: _____

Address: _____

Phone Number: _____

Signed and Sealed _____ Owner/Agent Signature: _____

Owner/Agent Name Printed: _____

License Number _____

Date: _____ Building Department Accepted By: _____



City of Miami Beach HVHZ Electronic Roof Permit Form
Commercial Reroofing Statement for Existing Buildings

Contractor Name:

Process Number:

Job Address:

The following applicable statements, for low slope roof systems only, are required to be completed when applying for commercial reroofing permit applications.

Is there insulation in the existing roof system? Yes No

If yes, then I attest that the insulation to be installed in the proposed roofing system shall have the same thickness and R-Value as the existing insulation. *Note: Structures built after March 15, 1979 must comply with the Florida Energy Code.*

Architect P.E. Roofing Contractor License Number:

Signature: (required)

No Change

I attest that the proposed roofing system is an exact replacement of the existing roofing system. I also attest that existing overflow drains and/or scuppers are sized so that no more than 5" of water will accumulate on any portion of this roof, should the primary drainage system be blocked. 1616.3 FBC

Architect P.E. Roofing Contractor License Number:

Signature: (required)

Change to the roofing system

Roofing permit applications in other than Group R-3 occupancy, involving a change in the roofing system and recovery applications must include signed and sealed calculations for the supporting structure, and a statement as follows.

"I have reviewed the structural and drainage adequacy of the existing roof structure with regard to the proposed roofing system and hereby approve the installation as proposed."

Architect P.E. License Number:

Signature: (required)

REQUIRED OWNERS NOTIFICATION FOR ROOFING CONSIDERATIONS

It is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to explain to the owner the content of this form. The owner's initials in the designated space indicates that the item has been explained.

1. Aesthetics-workmanship: The workmanship provisions of Chapter 15 (High Velocity Hurricane Zone) are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) are not a consideration with respect to workmanship provisions. Aesthetic issues such as color or architectural appearance, that are not part of a zoning code, should be addressed as part of the agreement between the owner and the contractor.

2. Renailing wood decks: When replacing roofing, the existing wood roof deck may have to be renailed in accordance with the current provisions of Chapter 16 (High Velocity Hurricane Zones) of the Florida Building Code. (The roof deck is usually concealed prior to removing the existing roof system).

3. Common roofs: Common roofs are those which have no visible delineation between neighboring units (i.e. townhouses, condominiums, etc.). In buildings with common roofs, the roofing contractor and/or owner should notify the occupants of adjacent units of roofing work to be performed.

4. Exposed ceilings: Exposed, open beam ceilings are where the underside of the roof decking can be viewed from below. The owner may wish to maintain the architectural appearance; therefore, roofing nail penetrations of the underside of the decking may not be acceptable. The owner provides the option of maintaining this appearance.

5. Ponding water: The current roof system and/or deck of the building may not drain well and may cause water to pond (accumulate) in low-lying areas of the roof. Ponding can be an indication of structural distress and may require the review of a professional structural engineer. Ponding may shorten the life expectancy and performance of the new roofing system. Ponding conditions may not be evident until the original roofing system is removed. Ponding conditions should be corrected.

6. Overflow scuppers (wall outlets): It is required that rainwater flow off so that the roof is not overloaded from a build up of water. Perimeter/edge walls or other roof extensions may block this discharge if overflow scuppers (wall outlets) are not provided. It may be necessary to install overflow scuppers in accordance with the requirements of: Chapter 15 and 16 herein and the *Florida Building Code, Plumbing*.

7. Ventilation: Most roof structures should have some ability to vent natural airflow through the interior of the structural assembly (the building itself). The existing amount of attic ventilation shall not be reduced.

Owner's/Agent's Signature:

Date: / /

Contractor's Signature:

Permit Number:

Property Address:



City of Miami Beach HVHZ Electronic Roof Permit Form

Section A (General Information)

Master Permit No: [] Process No: []

Contractor's Name: []

Job Address: []

Roof Category

- Low Slope
- Asphaltic Shingles
- Sprayed Polyurethane Foam
- Mechanically Fastened Tile
- Metal Panel/Shingles
- Other: []
- Mortar/Adhesive Set Tile
- Wood Shingles/Shakes

Roof Type

- New Roof
- Re-Roofing
- Recovering
- Repair
- Maintenance

Are there Gas Vent Stacks located on the roof? Yes No If yes, what type? Natural LPGX

Roof System Information

Low slope roof area (ft.²) [] Steep Sloped area (ft.²) [] Total (ft.²) []

Section B (Roof Plan)

Sketch Roof Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.

Perimeter Width (a'): [] Corner Size (a' x a'): []



City of Miami Beach HVHZ Electronic Roof Permit Form
Section C Page (Low Slope Roof Systems)

Fill in the specific roof assembly components. If a component is not required, insert not applicable (n/a) in the text box.

ROOF SYSTEM MANUFACTURER:

Product Approval (NOA): System Type:

Wind Uplift Pressures, From RAS 128 or Sealed Calculations:

(P1) Field: psf

(P2) Perimeters: psf

(P3) Corners: psf

Maximum Design Pressure From NOA: psf

Roof Slope: " : 12 Roof Mean Height: ft.

Parapet Walls: No Yes Parapet wall Height: ft.

Deck Type:

Support Spacing: " o/c

Alternate Deck Type:

Existing Roof:

Fire Barrier:

Vapor Barrier:

Anchor Sheet:

Anchor Sheet Fastener / Bonding Material:

Insulation Base Layer Size & Thickness:

Insulation Base Layer Fastener / Bonding Material:

Insulation Top Layer Size & Thickness:

Insulation Top Layer Fastener / Bonding Material:

Base Sheet(s) & No. of Ply(s):

Base Sheet Fastener / Bonding Material:

Ply Sheet(s) & No. of Ply(s):

Ply Sheet Fastener / Bonding Material:

Top Ply:

Top Ply Fastening / Bonding Material:

Surfacing:

SINGLE PLY MEMBRANE:

Single Ply Manufacturer / Type:

Single Ply Sheet Width: " 1/2 Sheet Width: "

No. of Single Ply 1/2 sheets:

Single Ply Membrane Fastening / Bonding Material:

FASTENER SPACING FOR BASESHEET ATTACHMENT

SINGLE PLY MEMBRANE ATTACHMENT

1. Field: " o/c @ Laps & rows " o/c

2. Perimeter: " o/c @ Laps & rows " o/c

3. Corner: " o/c @ Laps & rows " o/c

NUMBER OF FASTENERS PER INSULATION BOARD:

1. Field: 2. Perimeter: 3. Corner:

Insulation Fastener Type :

WOOD NAILER TYPE AND SIZE:

Wood Nailer Fastener Type and Spacing:

EDGE & COPING METAL SIZES:

Edge Metal Material:

Edge Size:

Hook Strip Size:

Edge Metal Attachment:

Coping Material:

Coping Size:

Hook Strip Size:

Parapet Coping Metal Attachment:

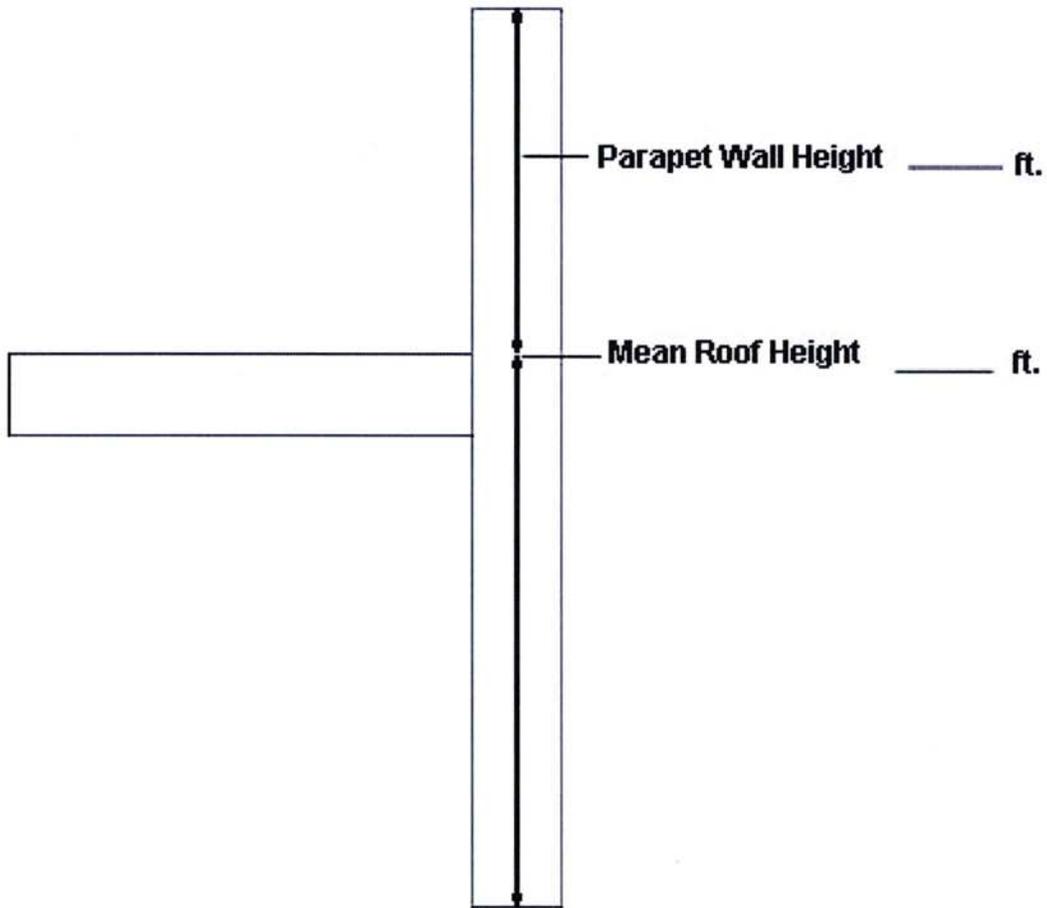
MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Terminations/Stripping/Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing

Or: Submit Manufacturers Details that Comply with RAS-111 and Chapter 15 HVHZ, FBC.





City of Miami Beach HVHZ Electronic Roof Permit Form
Section D Metal Roof System

Roof System Manufacturer:

Notice of Acceptance Number:

Minimum Design Wind Pressures, (from RAS 127 or Calculations): P 1: P 2: P 3:

Maximum Design Wind Pressures, (From the NOA Specific system): psf

Fill in the specific roof assembly components. If a component is not required, insert not applicable (n/a) in the text box.



Roof Slope: "/12"

Roof Mean Height: ft.

Clip or Screw Spacing for Metal Roof Panel Attachment

Field: " o/c Perimeters: " o/c Corners: " o/c

Number of screws required per clip:

Perimeter Width: ft.

Screw Type, Size, & Gauge for Clip or Metal Panel Attachment:

Deck Type: - Select Deck Type --

Optional Nailable Substrate:

Optional Nailable Substrate Attachment Method:

Optional Insulation:

Optional Insulation Attachment Method:

Fire Barrier:

Underlayment Type:

Underlayment Fastener Type:

Optional Peel & Stick Membrane:

Metal Roof Panel:

Drip Edge Size & Gauge: - Select Metal Gauge --

Drip Edge Material Type: - Select Metal Type --

Drip Edge Fastener Type:

Hook Strip/Cleat gauge or weight: - Select Hook Strip --



City of Miami Beach
HVHZ Electronic Roof Permit Form
Section D Shingle Roof System

Roof System Manufacturer:

Notice of Acceptance Number:

Fill in the specific roof assembly components. If a component is not required, insert not applicable (n/a) in the text box.



Deck Type:

Optional Insulation:

Optional Nailable Substrate:

Optional Nailable Substrate Attachment:

Underlayment/Base Sheet Type:

Fastener Type for Basesheet Attachment:

Optional Peel & Stick Membrane:

Shingle Type:

Drip Edge Size & Gauge:

Drip Edge Material Type:

Drip Edge Fastener Type:

Hook Strip/Cleat gauge or weight:

Roof Slope: "/12"

Roof Mean Height: ft.
(Maximum roof mean height 33 ft.)

Optional Ridge Venting: Yes No

Ridge Vent NOA Number:

Installed Ridge Venting: lineal ft.

Installed Ridge Venting: ft.²

Existing Soffit Intake: ft.²

Note: In no case shall the amount of exhaust ventilation at the ridge exceed the amount of soffit ventilation.



City of Miami Beach HVHZ Electronic Roof Permit Form
Section D Tile Roof System

Roof System Manufacturer:

Notice of Acceptance Number (NOA):

Minimum Design Wind Pressures, If Applicable (from RAS 127 or Calculations):

P 1: P 2: P 3:

Maximum Design Wind Pressures, (From the NOA Specific system): psf

Fill in the specific roof assembly components. If a component is not required, insert not applicable (n/a) in the text box.



Deck Type:

Optional Insulation:

Optional Nailable Substrate:

Optional Nailable Substrate Attachment:

Basesheet Type:

Fastener Type for Basesheet Attachment:

Tile Underlayment (Cap Sheet) Type:

Tile Underlayment Attachment Method:

Tile Profile:

Roof Slope: "/12"

Roof Mean Height: ft.

Method of Tile Attachment:

Alternate Method of Tile Attachment per NOA:

Drip Edge Size & Gauge:

Drip Edge Material Type:

Drip Edge Fastener Type:

Hook Strip/Cleat gauge or weight:



City of Miami Beach
HVHZ Electronic Roof Permit Form
Section D Wood Shingle/Shake Roof System

Roof System Manufacturer:

Notice of Acceptance Number:

Fill in the specific roof assembly components. If a component is not required, insert not applicable (n/a) in the text box.



Deck Type:

Optional Insulation:

Optional Nailable Substrate:

Optional Nailable Substrate Attachment:

Fire Barrier:

Underlayment Type:

Fastener Type for Underlayment Attachment:

Optional Peel & Stick Membrane:

Type of Wood Shingle/Shake:

Drip Edge Size & Gauge:

Drip Edge Material Type:

Drip Edge Fastener Type:

Hook Strip/Cleat gauge or weight:

Roof Slope: " / 12"

Roof Mean Height: ft.
(Maximum roof mean height 33 ft.)

Fastener Type for Wood Shake/Shingle Attachment:

Number of Fasteners per Shake/Shingle:

Shingle/Shake Length: in.

Shingle/Shake Maximum Exposure: in.

Interlayment Sheet:

MIAMI BEACH City of Miami Beach HVHZ Electronic Roof Permit Form

Section E (Tile Calculations)

Method 1 "Moment Based Tile Calculations Per RAS 127"

For Moment based tile systems, use Method 1. Compare the values for Mr with the values from Mf. If the Mf values are greater than or equal to the Mr values, for each area of the roof, then the tile attachment method is acceptable.

P 1: x l = - Mg: = Mr1: £ NOA Mf

P 2: x l = - Mg: = Mr2: £ NOA Mf

P 3: x l = - Mg: = Mr3: £ NOA Mf

Method 3 "Uplift Based Tile Calculations Per RAS 127"

For Uplift based tile systems use Method 3. Compare the values for F' with the values for Fr. If the F' values are greater than or equal to the Fr values, for each area of the roof, then the tile attachment method is acceptable.

P1: x l: = x w: = - W: = x cos q: = Fr1: £ NOA F'

P2: x l: = x w: = - W: = x cos q: = Fr2: £ NOA F'

P3: x l: = x w: = - W: = x cos q: = Fr3: £ NOA F'

Where to Obtain Information to complete tile calculations

Description	Symbol	Where to Find
Design Pressure	P1 or P2 or P3	Table 1 RAS 127, or by an engineer analysis prepared, signed and sealed by a professional engineer based on ASCE 7.
Mean Roof Height	H	Job Site
Roof Slope	q	Job Site
Aerodynamic Multiplier	l	Product Approval (NOA)
Restoring Moment due to Gravity	Mg	Product Approval (NOA)
Attachment Resistance	Mf	Product Approval (NOA)
Required Moment Resistance	Mr	Calculated
Minimum Attachment Resistance	F'	Product Approval (NOA)
Required Uplift Resistance	Fr	Calculated
Average Tile Weight	W	Product Approval (NOA)
Tile Dimensions	l = length w = width	Product Approval (NOA)



Building Department
1700 Convention Center Drive, 2nd Fl
Miami Beach, Fl 33139
305.673.7610

SHEATHING AFFIDAVIT

Job Address: _____ Permit No. : _____

Contractor/Roofing Company Name _____

Qualifier Name: _____ License No.: _____

Contractor Address: _____

I, _____, do hereby affirm:

(Print Name of Qualifier)

That I will personally inspect & be responsible for the re-nailing of the existing roof sheathing as required by Florida Building Code (FBC) Section 2322.2.8 for the area covered by the roofing permit referenced above and further state that the re-nailing of the sheathing meets the requirements of the current edition of the Florida Building Code sections 2322.2.

FBC Section 2322.2.2 Board roof sheathing shall have a net thickness of not less than 3/4 inch when the span is not more than 28 inches or 5/8 inch when the span is not more than 24 inches, shall have staggered joints and shall be nailed with 8d common nails not less than two in each 6 inch board nor three in each 8 inch board at each support.

FBC Section 2322.2.8 when existing roofs are re-roofed to the point that the existing roofing is removed down to the plywood sheathing, the existing roof sheathing shall be re-nailed with 8d common nails (0.131 diameter by 2-1/2" long with a 0.281 diameter full round head). Power driven 8d nails shall be of the same dimensions. Nail spacing shall be six inches on center at panel edges, six inches on center at intermediate supports, and where applicable 10d nails four inches on center over gable ends and sub-fascia. Existing fasteners may be utilized to achieve such minimum spacing.

Qualifier/Contractor/Signature* Date

_____, having first been duly sworn, does

(Print Name of Qualifier/Contractor)

affirm the statement above to be true and correct by his/her own personal knowledge.

Notary Signature Date

Personally known to me

Produced photo identification- Type of identification _____

An owner/builder acting as contractor is considered the qualifier for this code.



City of Miami Beach
High Velocity Hurricane Zone (HVHZ)

Solar Systems
Electronic Permit Application

Property Owner's Solar System Disclosure Form

Master Permit Number: Process Number:

Contractor's Name:

Job Address:

"The installation of roof mounted photovoltaic or thermal solar support systems typically require roof system penetrations to allow attachment to the structure which may create additional long-term roof system maintenance requirements and/or jeopardize roof system manufacturer's warranties. Roof mounted solar systems generally require removal and reinstallation of solar panels/arrays in order to perform routine roof system maintenance, repair, or replacement."

The owner's signature in the designate space indicates that the above information has been explained to the property owner.

Owner's Name:

Owner's Signature:

Date:

Contractor's Signature:

Date:

MIAMI BEACH City of Miami Beach HVHZ Electronic Solar Permit Form

Master Permit No.

Process No.

Contractor's Name

Job Address

Municipality

County

State

New Roof (requires separate roof permit)

Re-Roof (requires separate roof permit)

Existing Roof

Roof Type

Select Roof Type

Select Roof Deck Type

Deck Type

Support Spacing

Structural Support Type

Roof Slope

Roof Mean Height (ft)

Type of Solar Array

Select Solar Array Type

Solar Panel Manufacturer

Solar Module Model No.

Florida Solar Energy Center Certification No.

Provide Roof Top Location of the Solar Modules

P(1) Field of Roof

(P) 2 Perimeter of Roof

Perimeter Width (a')

Solar Modules Shall Not Be Installed in (P) 3 Corners of any Roof or Roof Section

Wind Exposure Category per ASCE-10

Exposure C

Exposure D

Calculated Roof Uplift Pressures per ASCE -10

Prescriptive Steep Slope Roof Uplift Pressures per RAS-127 ¹
Prescriptive Low Slope Roof Uplift Pressures per RAS-128 ²

Calculated P(1) pressure (psf)

Select Prescriptive P (1) Pressures

Calculated P(2) pressure (psf)

Select Prescriptive P (2) Pressures

¹ RAS-127 steep slope roofs $\geq 2:12$ & ² RAS-128 low slope roofs $< 2:12$
Test Protocols for High-Velocity Hurricane Zones

Is the Solar Array Installed Parallel to the Roof Surface? Yes No

Is the Solar Array Installed Inclined to the Roof Surface? Yes No

Roof Top Solar Array Attachment

Roof Top Mounting Bracket Type

Stand-Off Angle Support

S Clamps (Standing Seam Metal Roofs)

Other Mount Type

Other Mount Type

Solar Rack System

Mount Spacing Field P (1)

Mount Spacing Perimeter P (2)

Provide Support Mount Height

Provide # of Fasteners Per Mount

Select Fastener Type

Minimum 2.5" Embedment, Pilot Hole Required

a. Solar Module Size

b. Module Area (ft²)

c. Total Installed Modules

d. Total Area of Installed Modules {b xc} (ft²)

Solar Module Weight (lbs.)

e. Total weight of Modules & Attachment Rails (lbs.)

f. Total Number of Roof Attachment Points

Weight per Attachment Point {e ÷ f} (lbs.)

Support Rail Height Above Finished Roof Surface

Provide # Support Rails in Field P(1)

Provide # Support Rails in Perimeter P (2)

Photovoltaic Laminate Modules (PVL) Adhered Directly to Roof Systems

A Separate Roof Permit is Required for Adhered PVL Modules

Provide Roof Top Location of the PVL Modules

PVL Modules Shall Not be Installed in Zone (P) 3 Corners of any Roof or Roof Section

P(1) Field of Roof

(P) 2 Perimeter of Roof

Perimeter Width (a')

Wind Exposure Category per ASCE-10

Exposure C

Exposure D

Calculated Roof Uplift Pressures per ASCE -7

Prescriptive Steep Slope Roof Uplift Pressures per RAS-127 ¹
Prescriptive Low Slope Roof Uplift Pressures per RAS-128 ²

Calculated P(1) pressure (psf)

Select Prescriptive P (1) Pressures

Calculated P(2) pressure (psf)

Select Prescriptive P (2) Pressures

¹ RAS-127 steep slope roofs ≥ 2:12 & ² RAS-128 low slope roofs < 2:12
Test Protocols for High-Velocity Hurricane Zones

PVL Manufacturer

PVL Product Control Approval No.

PVL Model No.

* Roof System Product Approval Number

* With PVL Module Listed as an Approved Component

Select Roof Type PVL is Adhered to

Roof System Type

* PVL Maximum Design Pressure

* From Roof System Product Approval

Does the Roof System Have a Class "A" Fire Rating with the PVL as a Tested Component?

Yes No

Reset Form

Print Form



City of Miami Beach
HVHZ Electronic Roof Permit Form
Waterproofing or Liquid Applied Roof Systems

Section A (General Information)

Master Permit Number: Process Number:

Job Address:

Contractor

Waterproofing Category

Balcony Parking Garage Plaza Deck Other:

Waterproofing System Information

Low slope roof area (ft.²) Steep Sloped area (ft.²) Total (ft.²)

Section B (Section Plan)

Sketch Section Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.

Perimeter Width (a'): Corner Size (a' × a'): Yes [See Attached Roof Plan] No



City of Miami Beach
HVHZ Electronic Roof Permit Form
Waterproofing or Liquid Applied Roof Systems

*Denotes required user inputs. If an item does not apply enter n/a in that line.

*Master Permit Number: *Job Address:

*Application Date: *Process Number:

*Waterproofing Manufacturer Name:

*NOA Product Approval Number:

Does this roof assembly comply with the requirements for a fire rating per section 1519.16.3 HVHZ Florida Building Code? * Yes No

Note: Submit current copies of the fire directory listing for the waterproofing assembly, manufacturer's installation details, and the current Miami-Dade County NOA Product Control Approval for review prior to issuing the waterproofing permit.

Note: This waterproofing assembly shall comply with all the requirements as listed in section 1519.16 Waterproofing located in the HVHZ section of the Florida Building Code.

* Plaza Deck

* Parking Garage

* Balcony

* Other

*Slope: "/12"

*Roof Mean Height: ft.

*Roof Length: ft.

*Roof Width: ft.

*Maximum Design Pressure:
 psf

*Estimated Value: \$

*Deck Type:

*Primer: ft²/gal

*Insulation/Fire

*Number of Fasteners per Insulation Board

P(1) Field: P(2) Perimeter: P(3) Corner:

*Base Coat:

*Coverage: ft²/gal

*Membrane:

*Intermediate Coat:

*Coverage: ft²/gal

*Top Coat:

*Coverage: ft²/gal

*Surfacing:

*Overburden:



Building Department
1700 Convention Center Drive, 2nd Flr
Miami Beach, Fl 33139

NOTICE TO THE CITY OF MIAMI BEACH BUILDING
DEPARTMENT OF EMPLOYMENT AS SPECIAL INSPECTOR
UNDER THE FLORIDA BUILDING CODE

I have been retained by: _____ to perform special inspector services under the
Florida Building Code at the _____ project on the below listed structures as of
_____ (date). I am a professional engineer licensed in the State of Florida.

Process Number: _____ Master Permit (IF APPLICABLE): _____

- Special Inspector for Pilings, FBC 1822.1.20
Special Inspector for Lightweight Insulating Concrete, FBC 1917.2
Special Inspector for Soil Compaction, FBC 1820.3.1
Special Inspector for Precast Units and Attachments, FBC 1927.12.2 (By P.E. or R.A..)
Special Inspector for Reinforced Masonry, FBC 2122.4 (By P.E or R.A)
Special inspection for Steel Bolted & Welded Connections, FBC 2218.2 (By P.E. or R.A..)
Special Inspector for Trusses over 35 feet long or 6 feet high, FBC 2319.17.2.4.2 (By P.E. or R. A..)
Special Inspector for _____

NOTE: Only the marked boxes apply.

The following individual's employed by this firm or me are authorized representatives to perform inspections

- 1. _____ 2. _____
3. _____ 4. _____

* Special inspectors utilizing authorized representatives shall insure the authorized representative is qualified by education or licensure to perform
the duties assigned by the Special Inspector. The qualifications shall include: licensure as a professional engineer or architect; graduation from an
engineering education program in civil or structural engineering; graduation from an architectural education program; successful completion of the
NCEES Fundamentals Examination; or registration as a building inspector or general contractor.

I will notify the City of Miami Beach Building Department of any changes regarding authorized personnel performing inspection services.

I, understand that all mandatory inspections, as required by the Florida Building Code, shall be requested by the permit holder and approved by the Building
Department Inspectors. Inspections performed by the Special inspector hired by the Owner are in addition to the mandatory inspections performed by the
Building Department. A Special Inspection Log for each building must be displayed in a convenient location on the site for inspection by the Building Department
Inspectors. Further, upon completion of the work under each building permit, I will submit to the Building Department at the time of final inspection the completed
Inspection Log form and sealed statement that, to the best of my knowledge, belief and professional judgment those portions outlined above meet the intent of the Florida
Building Code and are in subsequent accordance with the approved plans.

Architect/Engineer Signature: _____
Architect/Engineer Name Printed: _____
Address: _____
Signed and Sealed Phone Number: _____
License Number Owner/Agent Signature: _____
Date: _____ Owner/Agent Name Printed: _____
Building Department Accepted By: _____

Structural Consultant Peer Review

The Building Department will expedite Structural plan review approval for submittals that have completed a peer review from an approved Structural Engineer. The following approved Structural Engineers may be contacted to provide peer review services:

High Rises Only:

- | | |
|----------------------------------|----------------|
| 1. Atkins Engineers, Inc. | (305) 444-6260 |
| 2. Bliss and Nyitray, Inc | (305) 442-7086 |
| 3. CHM Structural Engineers, LLC | (305) 667-1621 |
| 4. DDA Engineers, PA | (305) 666-0711 |
| 5. De los Reyes Engineering | (305) 447-8826 |
| 6. DeSimone Consulting Engineers | (305) 441-0755 |
| 7. McNamara Salvia, Inc. | (305) 579-5765 |

All Other Projects:

- | | |
|--|----------------|
| 1. Alex Kondrat & Associates | (305) 293-2888 |
| 2. Atkins Engineers, Inc. | (305) 444-6260 |
| 3. Bliss and Nyitray, Inc. | (305) 442-7086 |
| 4. Brill Rodriguez Salas & Associates, Inc. | (305) 273-4204 |
| 5. Ignacio Calvo J, P.E. | (305) 856-7411 |
| 6. CHM Structural Engineers, LLC | (305) 667-1621 |
| 7. Francisco Cuello, Jr. P.E. | (305) 567-0125 |
| 8. De los Reyes Engineering | (305) 447-8826 |
| 9. DeSimone Consulting Engineers | (305) 441-0755 |
| 10. Douglas Wood & Associates, Inc. | (305) 461-3450 |
| 11. Juan Fernandez-Barquin, P.E. | (786) 336-0882 |
| 12. Hershell Gill Consulting Engineers, Inc. | (305) 667-3631 |
| 13. J. E. Gonzalez, PE, Inc. | (305) 445-5100 |
| 14. Vaziri Hoshmand, P.E. | (305) 663-5617 |
| 15. MacNamara Salvia, Inc. | (305) 579-5765 |
| 16. Frank Prieto, P.E. | (786) 317-6970 |
| 17. Ashraf Consulting Engineers | (786) 274-7600 |
| 18. Optimus Structural Design, LLC. | (305) 512-5860 |
| 19. Dario Gonzalez, P.E. | (786) 298-7256 |
| 20. Milton Cubas, P.E. | (305) 891-4174 |

The Structural Engineer must provide an affidavit confirming the peer review of the plans to the Building Department. Please contact Building Administration once the peer review is completed to receive expedited Structural plan review approval for your submittal

Contact Luis Perez, P.E., Chief Structural Reviewer, for additional information at LuisRPerez@miamibeachfl.gov.

MIAMIBEACH

BUILDING DEPARTMENT

1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139
Phone: (305) 673-7610 Fax: (305) 673-7857

TEMPORARY FOR TEST

Date: _____

To whom it may concern:

With reference to _____

at _____ Lot _____ Block _____

Subdivision _____, I am requesting that your department grant permission to the Florida Power and Light Company, in order that I may energize our electric installation on a temporary basis before final inspection so that we may check out our equipment and test same.

All safety precautions will be taken on the job site if permission is granted, and I will be responsible for and correct any hazardous conditions existing.

Thanking you for your consideration in this matter.

Very truly yours;

ELECTRICAL CONTRACTOR – (QUALIFIER) Sign Print

The above letter has been written at my request, and I am in full agreement with same. I assume full responsibility in assuming all above stated conditions.

I further acknowledge that this temporary service does not permit any occupancy and that there shall be no occupancy until a Certificate of Occupancy is issued by the City of Miami Beach.

Very truly yours;

GENERAL CONTRACTOR - (QUALIFIER) Sign Print

STATE OF FLORIDA

COUNTY OF _____

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

() Personally Known () Produced Identification - Type of Identification _____

Signature of Notary Public (State of Florida)

(Seal)



Uniform Notice of a Low-Voltage Alarm System Project
and Statement of Inspection

Low Voltage Alarm Label # _____

NOTE: A label is valid for one (1) year after the date of purchase

Property Owner _____

Property Address _____

Tax folio # _____

City _____ State _____ Zip _____

Phone Number _____

E-mail Address _____

Contractor's Name _____

Contractor's Address _____

City _____ State _____ Zip _____

Phone Number _____

Contractor's License Number _____

Date Project Completed _____

Scope of Work :

Notice is hereby given that a low-voltage alarm system project has been completed at the address specified above. I certify that all of the foregoing information is true and accurate.

I, CONTRACTOR - NAME: _____, having performed and approved the required inspections hereby attest that to the best of my knowledge, belief and professional judgment, the system has been installed in compliance with all applicable codes and regulations.

Contractor's Signature

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____, as identification.

Witness my signature and official seal this _____ day of _____, _____, in the County and State aforesaid.

My Commission Expires:

Notary

Email this completed notice to: Applications@miamibeachfl.gov



IMPORTANT NOTICE

Exterior windows and doors installation always requires a building permit and the following MANDATORY inspections:

- 1. - Framing/structure inspection (Code 1135 or 1190). It is to be sure that the structure receiving and supporting the window/door in sound conditions to hold the window/door on its place. On new construction it is usually under the master permit.
2. - Bucks inspection (Code 1135 or 1190 until new Code is created). Bucks and shims are regulated by the Florida Building Code and by the specific N.O.A. In some cases structural calculations and details are required.
3. - Window/door installation inspection (Code 1185). It shall be done when windows are installed but not finished/concealed yet. Inspector will inspect anchors, window/doors type, model, and to checking means of escape and safeguard requirements.
4. - Planning (Code 7005) and Fire (Code 3099) Finals. Contractor shall be sure that these two departments' requirements are fulfilled and call inspections required. Single Family Residences are exempt of Fire inspection.
5. - Final Windows/doors (Code 1187). To be performed when windows/ doors are completely finished and operable, and all the previous inspections approved. This inspection will close the window permit. Keep stickers/labels for this inspection.

SPECIAL INSTRUCTIONS FOR REPLACEMENT OF EXISTING WINDOWS/DOORS ON EXISTING BUILDINGS:

To avoid possible water damage and to minimize the time without windows/doors in occupied buildings, inspections 1, 2, and 3 can be performed at the same time as "in progress". Contractor MUST call for these in progress inspection the first and every following day of removal and installation work. Failing to call these inspections will generate an automatic \$250.00 Fine. Contractor will be responsible of removing and re-installing any window/door required by the inspector to perform the mandatory inspections. If the inspector does not show up after an inspection has been called thru the automated system, the Contractor is allowed to install windows/doors but not finish them, to allow inspector to see the work done. Taking pictures is recommended on this case, even though pictures are not a substitute of inspections. Engineer/Architect inspections are not accepted unless required by the Plans Examiner at the time of Permit approval or by the Inspector at the job site.

Form with three columns: Person Receiving Document (Print Name), Person Receiving Document (Signature), Date

Office Use Only section with three columns: Date of Receipt by Permit Clerk, Permit Clerk (Print Name), Permit Clerk Signature

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).

City of Miami Beach 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** Notice for Window/Door Replacements
- Form Purpose** This form is to provide notification regarding window/door installations and inspections
- Related Forms** Permit Application
- Associated Fees**
- Form Process**
- For Assistance** Please contact:
1. **In – person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 33139
 2. **Via Telephone:** 305-673-7610
 3. **Via E-mail:** buildingdepartment@miamibeachfl.gov
 4. **Online:** www.miamibeachfl.gov

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.

