



Building Department
1700 Convention Center Drive, 2nd FL
Miami Beach, Florida 33139
Telephone: 305-673-7610

<http://www.miamibeachfl.gov/city-hall/building/>

Building Department Post Hurricane Efforts

In attempts to expedite and simplify recovery efforts, the Building Department has added an **Emergency Minor Repair Permit** to ensure that any building related damage can be addressed immediately.

The City of Miami Beach Building Department's main office and the North Beach office located at 962 Normandy Drive, Miami Beach, FL 33141 will be processing emergency Hurricane related minor repair/replacement permits only.

This would allow building repairs to begin immediately and a permit to be obtained the same day.

City Hall 1st floor permit counter will be open with limited staffing to provide the tickets to process the emergency minor repair permits and provide information. These in-kind replacement items only permits will be issued at the permit counter, 2nd floor of City Hall.

Requirements:

1. Affidavit from Engineer or Architect signifying no structural damage
2. Owner's affidavit
3. List of scope of work (less than \$20,000 total in materials and cost of work)
4. Permit Application
5. Replacement of in-kind features only i.e.: same windows or fence type, size, location, etc.

Residential roofs with less than 10% roof damage

If you have less than 10% roof damage, no permit is needed so long as the repairs are performed by a licensed contractor. Submittal of roof damage photos and a letter for the repair from the licensed contractor is required upon completion of work to the City of Miami Beach.

Inspections

Inspections are proceeding as usual and available for scheduling.

For all Building related questions and concerns please call (305) 673-7610

POST-HURRICANE STRUCTURAL CONDITIONS CERTIFICATION

I, _____ (Print Name), in my professional opinion and best judgement, certify that the structural integrity of the building or part thereof included in the scope of work being permitted, is safe and does not require structural modifications. The permitted work is limited to the following:

Architect's or Engineer's Signature and Seal

License Number: _____

Date: _____

Emergency Minor Repair Permit Affidavit

I, _____, Owner of property located
at _____

hereby certify that the work being performed under the Emergency Minor Repair Permit is an in-kind replacement meaning that the work to be performed is a replacement of items of the same type and in the same way as previously permitted, there are no changes to the design.

Owner's Signature: _____

Print Owner's Name: _____

Witness' Signature: _____

Witness' Name: _____

Date: _____

SCOPE OF WORK LIST FOR MINOR HURRICANE REPAIRS

Permit Number: _____

Job Address: _____

Please indicate any of the following trades that are included in the scope of work (**separate permits will be required for Electrical, Mechanical, Roofing***, and Window related work**).

DESCRIPTION OF WORK

LOCATION OF WORK

(Specify where on the property the work will be conducted for each description of work)

BUILDING*	
PLUMBING/GAS	
MECHANICAL	
ELECTRICAL	
FENCE**	
ROOFING***	

* Window glass replacement and door slab replacement does not require a permit.

** Fence picket replacement does not require a permit

*** Residential roofing repairs less than 10% damage will require photographs of the damage and a letter of certification from a Florida Licensed roofing contractor upon completion of the work.

TOTAL WORK VALUE NOT TO EXCEED \$20,000.00 IN MATERIALS AND LABOR COST

Applicant Information (Blue or Black Ink Only)			
Office Use Only Submittal Date: _____ Permit #: _____	Parcel / Folio Number: _____		Building Department 1700 Convention Center Drive, 2 nd Floor Miami Beach, Florida 33139 Telephone: 305- 673-7610; Fax: 305-673-7857 http://www.miamibeachfl.gov/building/
Property Address: _____	Unit #: _____	Master Permit Number (If applicable): _____	Violation # (If applicable): _____
Permit Type (select one)	Permit Request (select all that apply)	Property Information (select one)	
<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Phased Permit <input type="checkbox"/> Demo year built ____ <input type="checkbox"/> Generator <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Fire <input type="checkbox"/> Shop Drawings	<input type="checkbox"/> New Permit <input type="checkbox"/> Change of Contractor <input type="checkbox"/> Change of Architect/Engineer <input type="checkbox"/> LEED <input type="checkbox"/> Permit Extension <input type="checkbox"/> Permit Renewal <input type="checkbox"/> Permit Revision <input type="checkbox"/> Change of Use <input type="checkbox"/> Private Provider <input type="checkbox"/> City Project <input type="checkbox"/> Reprieve Permit	<input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Residential: Single-Family Residential or Duplex Occupancy Classification:	
New Construction/Addition		Alteration/Reconfiguration of Space	
Total Value: _____	Square Footage: _____	Value of Work: \$ _____	
Description of Work: _____			
Property Owner		Contractor	
Name: _____		Name: _____	
Address: _____ Suite: _____		Address: _____ Suite: _____	
City: _____	State: _____	City: _____	State: _____
Zip Code: _____		Zip Code: _____	
Driver's License/ State Identification Number: _____		State Identification Number/License: _____	
E-Mail Address: _____ Daytime phone: _____		E-Mail Address _____ Daytime phone: _____	
Architect		Structural Engineer	
Name: _____ License Number: _____		Name: _____ License Number: _____	
E-Mail Address: _____ Daytime phone: _____		E-Mail Address _____ Daytime 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 above-mentioned 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 permit application is true and correct.			
<input type="checkbox"/> Owner/Lessee for new permits (Documentation establishing ownership may be requested). <input type="checkbox"/> TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE. <input type="checkbox"/> 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 \$2,500.00.			
Signature of Owner/Agent or GC (for Sub-permits): _____		Signature of Qualifier: _____	
PRINT NAME: _____ STATE OF FLORIDA MIAMI-DADE COUNTY Sworn to and subscribed before me this _____ day of _____, 20____ by _____ Signature of Notary Public _____		PRINT NAME: _____ STATE OF FLORIDA MIAMI-DADE COUNTY Sworn to and subscribed before me this _____ day of _____, 20____ by _____ Signature of Notary Public _____	
Print Name: _____		Print Name: _____	
(SEAL) Personally known _____ or Produced Identification _____		(SEAL) Personally known _____ or Produced Identification _____	

Excellence Miami Beach

Our Mission

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

Form Name	Permit Application.
Form Purpose	This form is completed if an owner or developer would like to request a permit for a construction or a rehabilitation project within the City of Miami Beach.
Related Forms	Please see the Permit Application Submittal Checklist on the link below: <u>Permit Application Submittal Checklist.</u>
Associated Fees	<ol style="list-style-type: none"> 1. <u>Upfront Processing Fee.</u> 2. Permit Fees, as applicable based on current <u>Fee Schedule.</u>
Additional Info	<p>Payments can be made at following locations and online:</p> <ul style="list-style-type: none"> • Kiosks/IPads located at the Building Department, 2nd Floor of City Hall and at the North Beach Office, 962 Normandy Drive, Miami Beach, FL 33141. • Cashier's windows, 1st Floor of City Hall. • <u>Online Quick Pay</u>
Form Process	<ol style="list-style-type: none"> 1. Permit Application and project plans submitted with upfront fee paid. 2. Plan Review Process is performed and approved by the City, if applicable. 3. Payment of full permit fees are assessed and satisfied. 4. Permit is issued.
For Progress Status	<p>You can check on an application's status in the City via the CAP system:</p> <ul style="list-style-type: none"> • <u>CAP SYSTEM</u>
For Assistance	<p>Please contact:</p> <ul style="list-style-type: none"> • In person: Permit Counter at the Building Department's Main Office 1700 Convention Center Drive, 2nd Floor, Miami Beach, Florida 33139, or North Beach Office located at 962 Normandy Drive, Miami Beach, Florida 33141. • Via Telephone: 305-673-7610. • Online: http://www.miamibeachfl.gov/city-hall/building/

TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.

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).