

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"/> Interior, Non-Structural Only <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 : _____ Total Value of Work: \$ _____ Attach a copy of the construction cost affidavit to this form |

| | 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: _____ Zip Code: _____ | City: _____ State: _____ 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.

Owner/Lessee for new permits (Documentation establishing ownership may be requested). **TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.***
 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 _____ COUNTY OF _____

Sworn to and subscribed before me this _____

day of _____, 20____

by _____

Signature of Notary Public _____

Print Name: _____

(SEAL)
Personally known _____

or Produced Identification _____

PRINT NAME: _____

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____

day of _____, 20____

by _____

Signature of Notary Public _____

Print Name: _____

(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 refer to the Permit Application Submittal Checklist. |
| Associated Fees | <ol style="list-style-type: none"> 1. Upfront Processing Fee. 2. Permit Fees, as applicable based on current Fee Schedule. |
| Additional Info | <p>Payments can be made at following locations:</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 window, 1st Floor City Hall. • Online Quick Pay |
| Form Process | <ol style="list-style-type: none"> 1. Permit Application and plans submitted with paid upfront fees. 2. Plan Review Process is performed 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 CSS system:</p> <ul style="list-style-type: none"> • CSS (Citizen Self Service) System |
| 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, 1st and 2nd Floor, Miami Beach, FL 33139, or • North Beach Office located at 962 Normandy Drive, Miami Beach, FL, 33141. • Via Telephone: 305-673-7610. • Email: bpi@miamibeachfl.gov • Online: http://www.miamibeachfl.gov/city-hall/building/ |

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

*The Electrical and Structural Inspection Approval Forms must be **emailed** to the chiefs **prior** to the special event taking place. Failure to do so will incur in a **\$500.00 fine.**

ChiefElectrical@miamibeachfl.gov; ChiefBuildingInspector@miamibeachfl.gov

The original, signed and sealed inspections reports must be submitted to the Building Department, Administration's Office (2nd floor of City Hall) to close the corresponding Special Event Permit.

The Notice of Commencement can be recorded in the Building Department, Records Division located on the second Floor of City Hall. Original NOC to be submitted in person. There is a \$20 fee for this convenient service.

A Construction Cost Affidavit must be submitted with permit applications, except for the Flooring permits.

Forms: <https://www.miamibeachfl.gov/city-hall/building/permits/permit-forms/>

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).

PERMIT APPLICATION SUBMITTAL CHECKLIST

- PERMIT APPLICATION (Req'd info)
 - Detailed Description of work
 - Square Ft.
 - Job Value
 - Address
 - Folio/Parcel No
 - Owner info.
 - Architect/Engineer
 - Contractor

- PROOF OF OWNERSHIP
 - Recorded warranty deed
 - Articles of Incorporation (listing managing members/officers/directors)
 - Power of Attorney (original needs to be submitted)
 - Certificate of Good Standing for out of State Corporations (within 1 year)

- CONTRACTOR INFORMATION (All Insurance Certificates must be addressed to the City of Miami Beach)
 - Liability insurance
 - Workman's Compensation Insurance
 - Workman's Comp Exemption (Form)
 - State License
 - Local Business Tax License
 - Certificate of Competency
 - Municipal Contractor Occupational License
 - Broward Local Business Tax

- DRAWINGS AND DOCUMENTS
 - Two (2) sets of plans
 - Construction Cost Affidavit
 - CPMP - Construction Parking Management Plan (Jobs over \$250,000)
 - Affidavit in lieu of the Construction Parking Management