

# NOTE: ALL SHEETS MUST BE REVIEWED

**MIAMI-DADE COUNTY • BUILDING DEPARTMENT**  
 111 N.W. FIRST STREET, SUITE # 1010, MIAMI, FLORIDA 33128-1974

## PERMIT APPLICATION

(Please fill out completely)

IF SUBSIDIARY OR REVISION PROVIDE MASTER PERMIT NUMBER HERE

<b>LOCATION OF IMPROVEMENTS</b>	Job Address _____ Folio _____ Lot _____ Block _____ Subdivision _____ PBpg _____ Metes and bounds _____	<b>CONTRACTOR INFORMATION</b>	Contractor No. _____ Qualifier S.S. _____ Contractors Name _____ Qualifier Name _____ Address _____ City _____ Sta _____ Zip _____
<b>TYPE OF IMPROVEMENTS</b>	<input type="checkbox"/> New Construction on Vacant Land <input type="checkbox"/> Alteration Interior <input type="checkbox"/> Alteration Exterior <input type="checkbox"/> Relocation of Structure <input type="checkbox"/> Foundation Only <input type="checkbox"/> Tent		<input type="checkbox"/> Enclosure <input type="checkbox"/> Repair <input type="checkbox"/> Repair Due to Fire <input type="checkbox"/> Demolish <input type="checkbox"/> Shell Only <input type="checkbox"/> Addition Attached <input type="checkbox"/> Addition Detached
<b>PERMIT TYPE</b>	<b>CHANGE TO AN EXISTING PERMIT</b>	<b>OWNER'S NAME</b>	Current use of property _____ Description of Work _____ Sq. Ft. _____ Unit _____ Floors _____ Value of Work _____
<b>PERMIT TYPE</b>	<input type="checkbox"/> Building Category* _____ <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> LPGX	<input type="checkbox"/> Chg Contractor <input type="checkbox"/> Renewal <input type="checkbox"/> Revision <input type="checkbox"/> Extension <input type="checkbox"/> Supplement <input type="checkbox"/> Reinspection	Owner _____ Address _____ City _____ Sta _____ Zip _____ Phone _____ Social Security _____ - _____ - _____
<b>PERSON TO PICK UP PLANS</b>	<b>ARCHITECT ENGINEER</b>	<b>ARCHITECT ENGINEER</b>	Name _____ Address _____ City _____ Sta _____ Zip _____ Phone _____
<b>BONDING</b>	<b>MORTGAGE LENDER</b>	<b>MORTGAGE LENDER</b>	Name _____ Address _____ City _____ Sta _____ Zip _____ Phone _____

\* See reverse side for Building Category

123.01-52 6/00

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for **ELECTRICAL, PLUMBING, SIGNS, POOLS, MECHANICAL, WINDOW and ROOFING WORK** and there may be additional permits required from other governmental entities.

**OWNER'S AFFIDAVIT:** I certify that all of the foregoing information is accurate.

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

Signature of Owner or Owner's Agent \_\_\_\_\_

PRINT 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 Produced \_\_\_\_\_

Signature of Qualifier \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

(SEAL) \_\_\_\_\_

Personally known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

## **BUILDING PERMIT CATEGORIES**

<b>CATEGORY</b>	<b>DESCRIPTION</b>
01	GENERAL BUILDING – COMMERCIAL
02	SUB—GENERAL BUILDING—RESIDENTIAL
08	CANVAS AWNING
10	COMMUNICATION TOWER
15	DEMOLITION
18	FENCE
19	FLAGPOLE—SATELLITE DISH
22	GARAGE DOOR REPLACEMENT
29	METAL AWNING & STORM SHUTTER
35	ORNAMENTAL IRON
48	SCREEN ENCLOSURES
51	SIGN (NON-ELECTRIC)
55	SWIMMING POOL
56	TENNIS COURTS (SURFACE PAVING)
82	WINDOWS (GF)—NEW
83	WINDOW INSTALLATION (GF) (S.F.)
84	WINDOW SCREEN (GF) (CURT WALL)
86	TRAILER TIE DOWN
87	PARKING / OPEN LOT / PAVING
88	WALK-IN COOLER
91	MARINAS
97	STAGE 2 VAPOR RECOVERY SYSTEM
99	SOIL IMPROVEMENT

### **ATTENTION**

Please be advised that Roadway Impact Fee may be required for Building Permit categories "01" Commercial, "02" Residential, "18" Fence, "56" Tennis Courts and "86" Trailer Tie Down.

Please complete the following if your application is for one of the above mentioned categories.

Road Impact Fee, Fee Payer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Social Security/Tax Identification No. \_\_\_\_\_

Please be advised that any existing or proposed Development served or to be served with a septic tank requires approval from the Florida Department of Health.

**NOTICE TO OWNERS, CONTRACTORS, ARCHITECTS, ENGINEERS  
AND THE PUBLIC AT LARGE**

SECTION 307.2 OF THE SOUTH FLORIDA BUILDING CODE STATES:

*" A Statement of Inspection shall be required in connection with any construction for which this code requires architectural or engineered sealed plans. The Statement of Inspection shall be a statement in writing made and executed by the architect or engineer who sealed and signed the plans for the subject structure, attesting that to the best of his or her knowledge, belief and professional judgment, the structure and envelope components of the structure are in compliance with the approved plans and other approved permit documents. The Statement of Inspection shall also contain a statement that to the best of his or her knowledge, belief and professional judgment the approved permit plans represent the as-built condition of the structural and envelope components of the structure. For these purposes, the Building Official may in exigent circumstances and in his or her discretion, accept a substitute architect or engineer for the architect or engineer who signed or sealed the plans. Exigent circumstances shall include, but not be limited to disagreement between the owner and the architect or engineer who sealed and signed the plans. Where threshold or special inspectors are used in accordance with this Code, the Statement of Inspection may be made and executed by the special inspector or threshold inspector. The Statement of Inspection shall be issued and dated following the completion of the work, and delivered as a condition precedent to the issuance by the Building Official approving the final building inspection. Prior to the issuance of a Statement of Inspection the architect or engineer shall at a minimum perform those inspections which are required to be performed by the Building Official for the work involved."*

**TO COMPLY WITH THIS SECTION:**

THE PERMIT HOLDER MUST HAVE THE ARCHITECT OR ENGINEER OF RECORD (OR IN EXIGENT CONDITIONS AND WHEN APPROVED BY THE BUILDING OFFICIAL, ANOTHER ARCHITECT OR ENGINEER) PERFORM AND APPROVE THOSE INSPECTIONS REQUIRED UNDER SECTION 305.2 OF THE SOUTH FLORIDA BUILDING CODE PRIOR TO THE BUILDING OFFICIAL PERFORMING THOSE INSPECTIONS.

THE ARCHITECT OR ENGINEER MUST KEEP AN "APPROVED INSPECTION LOG" AVAILABLE AT THE JOB SITE AT THE TIME THE BUILDING OFFICIAL PERFORMS THE REQUIRED INSPECTIONS.

THE PERMIT HOLDER MUST SUBMIT TO THE BUILDING OFFICIAL, PRIOR TO THE FINAL INSPECTION, A SIGNED AND SEALED STATEMENT OF INSPECTION FROM THE ARCHITECT OR ENGINEER.

**SAMPLE**

**LOG OF APPROVED INSPECTIONS TO COMPLY WITH SFBC 307.2**

<b>PERMIT #</b> _____	<b>ADDRESS:</b> _____
<b>A/E:</b> _____	<b>CONTRACTOR:</b> _____
<b>TYPE OF INSPECTION: FOUNDATION</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	
<b>TYPE OF INSPECTION: REINFORCING</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	
<b>TYPE OF INSPECTION: ROOF TRUSS, BRACING AND SHEATHING</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	
<b>TYPE OF INSPECTION: WINDOWS AND DOORS</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	
<b>TYPE OF INSPECTION: AS-BUILT</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	
<b>TYPE OF INSPECTION: OTHER [SPECIFY]</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	
<b>TYPE OF INSPECTION: OTHER [SPECIFY]</b>	
<b>COMMENTS:</b>  	
<b>APPROVED BY:</b> _____ <b>DATE:</b> _____	

**SAMPLE**

**STATEMENT OF INSPECTION**

**THIS DOCUMENT MUST BE PREPARED IN STATIONARY WITH ARCHITECT'S OR ENGINEER'S LETTERHEAD BY THE ARCHITECT OR ENGINEER OF RECORD (OR IN EXIGENT CONDITIONS AND WHEN APPROVED BY THE BUILDING OFFICIAL, ANOTHER ARCHITECT OR ENGINEER).**

**[ DATE ]**

**Miami-Dade County Building Department  
111 N.W. First Street, Suite 1010  
Miami, Florida 33128-1974**

**TO: [ OWNER'S NAME ]  
[ ADDRESS OF PROJECT ]  
[ PERMIT NO. ]  
[ CONTRACTOR'S NAME ]**

**DEAR BUILDING OFFICIAL:**

**I [ ARCHITECT OR ENGINEER ], having performed and approved the required inspections, as indicated in the attached approved inspection log, hereby attest that to the best of my knowledge, belief and professional judgement, the structural and envelope components of the above referenced structure are in compliance with the approved plans and other approved permit documents. I also attest to the best of my knowledge, belief and professional judgement, the approved permit plans represent the as-built condition of the structural and envelope component of said structure.**

**This document is being prepared in accordance with Section 307.2 of the South Florida Building Code and is being submitted to the Miami-Dade County Building Department at the time of the final inspection for the above reference structure.**

**Should you have any questions or need any additional information, please do not hesitate to contact me.**

**Sincerely,**

**[ ARCHITECT'S OR ENGINEER'S SIGNATURE AND SEAL ]**

**NOTICE TO OWNERS, CONTRACTORS ARCHITECTS, ENGINEERS  
AND THE PUBLIC AT LARGE**

Section 307.2 of the South Florida Building Code requires that an affidavit of construction, signed by the permit holder attesting that to the best of his or her knowledge, belief and professional judgment the structural and envelope components of the structure are in compliance with the approved plans and other approved permit documents. The permit holder must also attest that to the best of his or her knowledge, belief and professional judgment the approved permit plans represent the as-built condition of the structure and that those inspections which are required to be performed by the building official for the work involved have been performed in accordance with Section 305.2(d) of the South Florida Building Code.

**TO COMPLY WITH THIS SECTION:**

**THE PERMIT HOLDER MUST SUBMIT TO THE BUILDING OFFICIAL PRIOR TO THE FINAL INSPECTION A SIGNED AND NOTARIZED AFFIDAVIT OF CONSTRUCTION.**

**SAMPLE**

**AFFIDAVIT OF CONSTRUCTION**

**THIS DOCUMENT MUST BE PREPARED IN STATIONARY WITH THE PERMIT HOLDER LETTERHEAD BY THE PERMIT HOLDER OF RECORD.**

**[DATE]**

Miami-Dade County Building Department  
111 N.W. First Street, Suite 1010  
Miami, Florida 33128-1974

To: **[OWNER'S NAME]**  
**[ADDRESS OF PROJECT]**  
**[PERMIT NO.]**  
**[CONTRACTOR'S NAME]**

**DEAR BUILDING OFFICIAL:**

I **[PERMIT HOLDER]** hereby certify that to the best of my knowledge, belief and professional judgement, the structural and envelope components of the structure are in compliance with the approved plans and other approved documents. I also attest that to the best of my knowledge, belief and professional judgement the approved permit plans represent the as-built condition of the structure and that those inspections which are required to be performed by the Building Official for the work involved have been performed in accordance with section 305.2(d) of this Code.

This document is being prepared in accordance with Section 307.2 of the South Florida Building Code and is being submitted to the Miami-Dade County Building Department at the time of the final inspection for the above reference structure.

Should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

**QUALIFYING AGENT**

\_\_\_\_\_  
Signature of Qualifying Agent

PRINT 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 \_\_\_\_\_



## MIAMI-DADE COUNTY 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 \$5000.00 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 Building Department 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 Building Department 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 \$8.33 (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on recording documents call (305) 275-1155.

# NOTICE OF COMMENCEMENT

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

PERMIT NO. \_\_\_\_\_ TAX FOLIO NO. \_\_\_\_\_

STATE OF FLORIDA:

COUNTY OF 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.

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 and address: \_\_\_\_\_  
\_\_\_\_\_

5. Surety:(Payment bond required by owner from contractor, if any)

Name and address: \_\_\_\_\_

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 and address: \_\_\_\_\_  
\_\_\_\_\_

8. In addition to himself, Owner 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 and address: \_\_\_\_\_  
\_\_\_\_\_

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) \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Print Owner's Name \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

Print Notary's Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Prepared by \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_