

Permit Application

Building Department

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

Applicant Information (Blue or Black Ink Only)	
<p style="text-align: center;"><b>Office Use Only</b></p> <p>Parcel / Folio Number: _____</p> <p>Submittal Date: _____</p> <p>Permit #: _____</p>	

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"/> Special Event <input type="checkbox"/> Fire	<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"/> Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Residential: Single-Family Residential or Duplex <b>Occupancy Classification</b>

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 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 permit application is true and correct.

**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.**

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

STATE OF FLORIDA COUNTY MIAMI-DADE Signature of Owner/Mst. Qualifier _____ Sworn to & subscribed before me this ____ day of _____, 20____. PRINT NAME: _____ Personally Know _____ Produced ID _____ Signature of Notary Public _____ Notary Name: _____ (SEAL)	STATE OF FLORIDA COUNTY MIAMI-DADE Signature of Qualifier _____ Sworn to & subscribed before me this ____ day of _____, 20____. PRINT NAME: _____ Personally Known _____ Produced ID _____ Signature of Notary Public _____ Notary Name: _____ (SEAL)
--	--

## Excellence Miami Beach

### Our Mission

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

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

#### 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).

## Our Mission

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

### Document Submission Checklist

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

### Plans Checklist

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