MIAMIBEACH

Permit Application

Building Department
1700 Convention Center Drive, 2nd Floor
Miami Beach, Florida 33139
Ph: 305.673.7610
miamibeachfl.gov/city-hall/building

Applicant Information (Blue or Black Ink Only)

Office Use Only

Submittal Date: _____/____/_____

Permit #: _____

Master Permit Number (If applicable):

Violation # (If applicable):

Property Address:

Unit #:

Parcel/Folio Number:

Florida Statute 553.79 (16) regarding permit timelines. Please select one (**Required**):

☐ Opt **IN** ☐ Opt **OUT**

For more information, see attached F.S.553.79(16)

Permit Type (select one)

- ☐ Building
- ☐ Electrical
- ☐ Mechanical
- ☐ Plumbing
- ☐ Roofing
- ☐ Phased Permit
- ☐ Demo year-built
- ☐ Generator
- ☐ Temp Structure
- ☐ Fire
- ☐ Shop Drawings
- ☐ Sub-permit

Permit Request (select all that apply)

- ☐ New Permit
- ☐ Change of Contractor
- ☐ Change of Arch/Engr
- ☐ LEED
- ☐ Interior, Non-Structural
- ☐ Affordable Housing
- ☐ Permit Extension
- ☐ Permit Renewal
- ☐ Permit Revision
- ☐ Private Provider
- ☐ City Project
- ☐ Reprieve Permit

Property Information (select one)

- ☐ Commercial
- ☐ Multi-Family Residential
- ☐ Residential: Single-Family Residence/Duplex

Occupancy Classification:

Attach a copy of the construction cost affidavit to this form

Type of Work	Value of Work (This amount cannot be changed once submitted)	Area of Work (SqFt)
New Construction/Additions:	$	
Alterations/Reconfig of space:	$	

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:			**Contractor License Number:**		
E-Mail Address (REQUIRED):		**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 I have read the foregoing application and that the facts stated in it are true. Any information found to be false may cause the revocation and/or denial of the permit and/or Certificate of Occupancy. A person who knowingly makes a false declaration is guilty of the crime of perjury by false written declaration, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.**

☐ Owner/Lessee for new permits (Documentation establishing ownership may be requested). ☐ Owner Builder Permit (must complete Owner Builder Affidavit)

☐ 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): _____

PRINT NAME: _____

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me, **by means of** ☐ physical presence or ☐ online notarization,
this _____ day of _____, 20_____
by _____
Signature of Notary Public _____

PRINT NAME: _____

(SEAL)
Personally known _____

or Produced Identification _____

Signature of Qualifier: _____

PRINT NAME: _____

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me, **by means of** ☐ physical presence or ☐ online notarization,
this _____ day of _____, 20_____
by _____
Signature of Notary Public _____

PRINT NAME: _____

(SEAL)
Personally known _____

or Produced Identification _____

MIAMIBEACH

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 Forms' link below.

Associated Fees

1. BOA and Upfront Processing Fee.
2. Permit Fees, as applicable based on current **Fee Schedule.**

Additional Info

Payments can be made online and at the following locations:

- Online Quick Pay
- **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.

Form Process

1. Permit Application with BOA payment to be submitted with permit requests in CSS.
2. Plans and required documents to be uploaded in CSS.
3. Plan Review Process, if applicable, is performed and approved by the City.
4. Payment of full permit fees are to be assessed and satisfied.
5. Permit is issued.

For Progress Status

You can apply for and check on applications' status via CSS:

- CSS (Citizen Self Service) portal

For Assistance

Please contact:

- **Via Telephone:** 305-673-7610, dial 0.
- **Email:** Buildinginfo@miamibeachfl.gov
- **In person:** By Appointment Only
- **Online:** http://www.miamibeachfl.gov/city-hall/building/

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

The Electrical and Structural Inspections' 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, ChiefStructural@miamibeachfl.gov

The original, signed and sealed inspections reports must be submitted to the Building Department, Administration's Office (buildingadmin@miamibeachfl.gov) to close the corresponding Special Event Permit.

A Construction Cost Affidavit must be submitted with permit applications if job value is more than $5,000 (exceptions: Shop Drawings, Flooring, Fire, Special Events, Portable Toilets, and Total Demolition permits).

Forms: https://www.miamibeachfl.gov/city-hall/building/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. TYY users may also call 711 (Florida Relay Service).

553.79 Permits; applications; issuance; inspections.—

(16) Except as provided in paragraph (e), a building permit for a single-family residential dwelling must be issued within 30 business days after receiving the permit application unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.

(a) If a local enforcement agency fails to issue a building permit for a single-family residential dwelling within 30 business days after receiving the permit application, it must reduce the building permit fee by 10 percent for each business day that it fails to meet the deadline. Each 10-percent reduction shall be based on the original amount of the building permit fee.

(b) A local enforcement agency does not have to reduce the building permit fee if it provides written notice to the applicant, by e-mail or United States Postal Service, within 30 business days after receiving the permit application, that specifically states the reasons the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances. The written notice must also state that the applicant has 10 business days after receiving the written notice to submit revisions to correct the permit application and that failure to correct the application within 10 business days will result in a denial of the application.

(c) The applicant has 10 business days after receiving the written notice to address the reasons specified by the local enforcement agency and submit revisions to correct the permit application. If the applicant submits revisions within 10 business days after receiving the written notice, the local enforcement agency has 10 business days after receiving such revisions to approve or deny the building permit unless the applicant agrees to a longer period in writing. If the local enforcement agency fails to issue or deny the building permit within 10 business days after receiving the revisions, it must reduce the building permit fee by 20 percent for the first business day that it fails to meet the deadline unless the applicant agrees to a longer period in writing. For each additional business day, but not to exceed 5 business days, that the local enforcement agency fails to meet the deadline, the building permit fee must be reduced by an additional 10 percent. Each reduction shall be based on the original amount of the building permit fee.

(d) If any building permit fees are refunded under this subsection, the surcharges provided in s. 468.631 or s. 553.721 must be recalculated based on the amount of the building permit fees after the refund.

(e) A building permit for a single-family residential dwelling applied for by a contractor licensed in this state on behalf of a property owner who participates in a Community Development Block Grant–Disaster Recovery program administered by the Department of Economic Opportunity must be issued within 15 working days after receipt of the application unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.

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Construction Cost Affidavit

I_____, acting as agent (owner, registered agent, or legal representative) and I (general contractor/ sub-contractor), _____ do hereby attest that the construction costs indicated herein for **Permit Number** _____at property address _____are accurate for this construction project.

Note: This affidavit is only required for job values that are $5,000 or greater.

Master Permits:

Building cost (excludes roofing, windows, doors, railings, other, and MEP)$: _____

Stand alone and sub-permits

Roofing $:_____ Windows/Doors $:_____ Railings $: _____

Electrical $:_____ Mechanical $:_____ Plumbing $: _____

Other $:_____ Description:_____

Total Project Cost $: _____

Under penalties of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

Registered Owner/Agent or GC:_____

Signature of Owner/Agent or GC (for Sub-permits)_____

The foregoing instrument was acknowledged before me, **by means of**

☐ **physical presence or** ☐ **online notarization,**

this_____day of_____,20_____

by_____, who is personally known to me or

who has produced_____
as identification

Notary Public, State of_____

County of_____

_____
Printed Name and Signature

Commission Number:_____

Commission Expires: _____

Registered Contractor: _____

Signature of Qualifier: _____

The foregoing instrument was acknowledged before me, **by means of**

☐ **physical presence or** ☐ **online notarization,**

this_____day of_____,20_____

by_____, who is personally known to me or

who has produced _____
as identification.

Notary Public, State of _____

County of _____

_____
Printed Name and Signature

Commission Number:_____

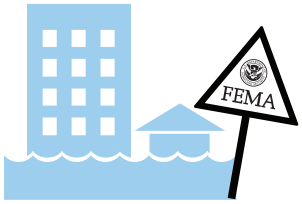
Commission Expires: _____

INTERESTED IN RESILIENT CONSTRUCTION ON MIAMI BEACH?

Miami Beach is a beautiful coastal community. Our sunkissed island is surrounded by the waters of the Atlantic Ocean and Biscayne Bay. Miami Beach is leading the way locally and nationally to reduce flood risk and we want you to be aware of flood risk from extreme rain, King Tides, and storm surge. We are investing in public infrastructure to help our streets and sidewalks drain as quickly as possible. This includes raising roads, installing stormwater pumps, raising sea walls, implementing green infrastructure, and creating higher elevation standards for new construction. We also save residents and businesses 25% or $8.4 million annually in flood insurance premiums through our strong participation in the Community Rating System. These efforts are also intended to reduce risk from sea level rise.

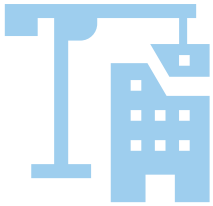
As a resident or a design/ construction professional, we want you to be aware of your flood risk, build resiliently to reduce your risk, and understand what resources are available to you. It is our goal that all of Miami Beach – whether public roads or private homes – is in the best position possible before, during, and after potential flooding. We are all in this together.

WHY SHOULD YOU REDUCE YOUR RISK?



93% OF BUILDINGS

are located in a FEMA special flood hazard area (SFHA). Protect your property with flood insurance.



64% OF BUILDINGS

were constructed before FEMA Flood Insurance Rate Maps that require higher construction.

RESILIENT CONSTRUCTION CAN REDUCE DAMAGES AND REDUCE THE COST OF FLOOD INSURANCE.

Learn more at www.mbrisingabove.com

WHAT CAN YOU DO?

TIPS FOR CONTRACTORS AND PROPERTY OWNERS

Elevate, Elevate, Elevate! Reduce your risk of damage from flooding – and save money on flood insurance also.

- Build higher than FEMA requires. Miami Beach requires new construction to be more than one to five feet higher than Base Flood Elevation (BFE). Base Flood Elevation reflects the height above sea level that flood water is projected to rise in a 100-year storm (a storm that has a 1% annual chance of occurring).
- Elevate important appliances, like air conditioning, water heater, and washers and dryers.
- Elevate electrical plugs to a higher location higher on walls.
- Redirect rain and flood waters through techniques like elevated driveway edges.
- If your current seawall is low, consider investing in raising it to current elevation requirements.

Build responsibly

- If your project will be reviewed by any of the four land use boards, contact the Planning Department to discuss resiliency review criteria.
- Miami Beach requires LEED Gold or Living Building Challenge Certification for certain new construction.
- Choose construction materials that are resistant to water damage below BFE, such as tile flooring and cement instead of wood.
- Permits are required – follow all Florida Building Code and Miami Beach Codes to make sure you are meeting all requirements.
- Insert flood openings in areas such as garages and lobbies, to allow the flow of water in the event of flooding. This can lower your cost of flood insurance.
- Obtain an elevation certificate when the lowest floor slab is poured and prior to obtaining a final building inspection approval to ensure the lowest finished floor elevation is elevated at or above the Design Flood Elevation.
- Provide positive and adequate drainage away from the structures and prevent flooding the neighbor properties.

Protect natural floodplain functions

- Integrate salt tolerant vegetation and green open areas as they are natural flood barriers. Open green space helps flood waters drain.

Have a plan! South Florida can experience flooding from storms, hurricanes and King Tides

- Have a storm, hurricane and King Tides plan. Follow Miami-Dade Municipal Code to secure the construction site. Fasten down or remove hazardous objects. Know evacuation routes. See http://www.miamidade.gov/hurricane/
- Park your car in an elevated garage floor.

Technical Assistance:

- Building Department and Floodplain Management staff can provide you information on flood zone determination, Florida Building Code, flood damage prevention regulations and requirements, 50% rule and FEMA retrofitting technique guides. Please contact the Building Department at 305.673.7610.

Helpful Sources:

- **Flood Map Zone Information:**
  https://msc.fema.gov/portal
- **National Flood Insurance Program:**
  www.fema.gov/national-flood-insurance-program
- **FEMA:**
  www.fema.gov
- **Florida Building Code:**
  www.floridabuilding.org/bc/bc_default.aspx
- **FDEP:**
  www.floridadep.gov
- **Florida Municipal Codes:**
  www.municode.com/library/fl
- **Miami Beach Flood Awareness:**
  www.miamibeachfl.gov/city-hall/building/local-flood-hazard-info/