

Applicant Information (Blue or Black Ink Only)					
Office Use Only		Master Permit Number (If applicable):		Florida Statute 553.79 (16) regarding permit timelines. Please select one (Required):	
Submittal Date: ____ / ____ / ____		Violation # (If applicable):		<input type="checkbox"/> Opt IN <input type="checkbox"/> Opt OUT	
Permit #: _____		Unit #:	Parcel/Folio Number:	For more information, see attached F.S.553.79(16)	
Property Address:					
Permit Type (select one)		Permit Request (select all that apply)		Property Information (select one)	
<input type="checkbox"/> Building <input type="checkbox"/> Demo year-built <input type="checkbox"/> Electrical <input type="checkbox"/> Generator <input type="checkbox"/> Mechanical <input type="checkbox"/> Temp Structure <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire <input type="checkbox"/> Roofing <input type="checkbox"/> Shop Drawings <input type="checkbox"/> Phased Permit <input type="checkbox"/> Sub-permit		<input type="checkbox"/> New Permit <input type="checkbox"/> Permit Extension <input type="checkbox"/> Change of Contractor <input type="checkbox"/> Permit Renewal <input type="checkbox"/> Change of Arch/Engr <input type="checkbox"/> Permit Revision <input type="checkbox"/> Change of Owner <input type="checkbox"/> Private Provider <input type="checkbox"/> LEED <input type="checkbox"/> City Project <input type="checkbox"/> Interior, Non-Structural <input type="checkbox"/> Reprieve Permit <input type="checkbox"/> Affordable Housing		<input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Residential: Single-Family Residence/Duplex	
				Occupancy Classification:	
				Attach a copy of the construction cost affidavit to this form	
Type of Work		Value of Work		Area of Work (SqFt)	
		(This amount cannot be changed once submitted)			
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					
<p>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.</p> <p>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.</p> <p>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.</p>					
<input type="checkbox"/> Owner/Lessee for new permits (Documentation establishing ownership may be requested). <input type="checkbox"/> Owner Builder Permit (must complete Owner Builder Affidavit)					
<input type="checkbox"/> Master Permit Contractor of Record (For sub-permit / change of contractor).					
<p>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.</p>					
Signature of Owner/Agent or GC (for Sub-permits): _____			Signature of Qualifier: _____		
PRINT NAME: _____			PRINT NAME: _____		
STATE OF _____		COUNTY OF _____	STATE OF _____		COUNTY OF _____
<p>The foregoing instrument was acknowledged before me, by means of</p> <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization,					
this _____ day of _____, 20____			this _____ day of _____, 20____		
by _____			by _____		
Signature of Notary Public _____			Signature of Notary Public _____		
PRINT NAME: _____			PRINT NAME: _____		
(SEAL)			(SEAL)		
Personally known _____			Personally known _____		
or Produced Identification _____			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 Forms' link below.
Associated Fees	<ol style="list-style-type: none"> 1. BOA and Upfront Processing Fee. 2. Permit Fees, as applicable based on current Fee Schedule.
Additional Info	<p>Payments can be made online and at the following locations:</p> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 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	<p>You can apply for and check on applications' status via CSS:</p> <ul style="list-style-type: none"> • CSS (Citizen Self Service) portal
For Assistance	<p>Please contact:</p> <ul style="list-style-type: none"> • 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. TTY 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.

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. The Master Permit - Building Cost requires a minimum value of \$60/SF for Alterations and \$110/SF for New Construction. In order to arrive at the acceptable approximate job value for Building Costs EXCLUDING the cost of any Mechanical, Electrical, and Plumbing calculate the square footage of the area of work and multiply by \$60/SF for Alterations or \$110/SF for New Construction, plus the actual costs of flooring replacement if flooring replacement is in the scope of work. (E.g. Bathroom 40SF X \$60 plus Kitchen 80SF X \$60 = \$7200, plus cost of Flooring wherever replaced).

Master Permits:

Building cost (excludes roofing, windows, doors, railings, other, and Mechanical, Electrical, and Plumbing)\$: _____

Stand alone and sub-permits

Roofing \$: _____ Windows/Doors \$: _____ Railings \$: _____
Electrical \$: _____ Mechanical \$: _____ Plumbing \$: _____
Flooring \$: _____ 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: _____ **Registered Contractor:** _____

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

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: _____

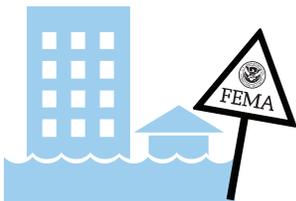


INTERESTED IN RESILIENT CONSTRUCTION ON MIAMI BEACH?

Miami Beach is a beautiful coastal community. Our sun-kissed 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.

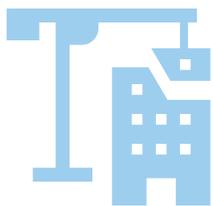
As a resident or a design/ construction professional, we want you to be aware of your flood risk, build resiliently to reduce your risk, and understand what resources are available to you. It is our goal that all of Miami Beach – whether public roads or private homes – is in the best position possible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

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Permit Application Submittal Checklist

- Permit Application (Required)**
 - 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**
 - Required Drawings and Documents – *Please refer to the Permit Type checklists located at <https://www.miamibeachfl.gov/city-hall/building/permits/>*
 - Construction Cost Affidavit (If required)
 - CPMP - Construction Parking Management Plan (Jobs over \$250,000)
 - Affidavit in lieu of the Construction Parking Management
 - Construction Site Sediment and Erosion Control Affidavit (Jobs proposing land disturbing activities)

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE
CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

- Condominium board approval letter on board letterhead, signed and notarized, required for work inside condominium units.
- Notice to Owner form required for contractors with workers compensation exemption. Form available on the Forms page.

Field Structural Inspection Approval Form

To: Building Official, City of Miami Beach
1700 Convention Center Drive, Second Floor
Miami Beach, FL 33139

Date: _____

RE: _____
[Name of Special Event]

[Address of Project]

[Permit No.]

Dear Building Official:

I _____, having performed and approved the required inspections, hereby attest that to the best of my knowledge, belief and professional judgment, the system marked below, covered by the above referenced permit has been inspected and approved in accordance with the approved plans and the provisions of the Florida Building Code.

- | | |
|--|---|
| <input type="checkbox"/> Membrane Structures (Tents) | <input type="checkbox"/> Tower for Lighting or Sound System |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Trailer/Container |
| <input type="checkbox"/> Platform | <input type="checkbox"/> Lift |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Ramp |
| <input type="checkbox"/> Others Describe: | |

Sincerely,

Special Inspector (SIGNED AND SEALED)

License Number

NOTICE: This form, along with photographs showing the completed installation of the temporary structure(s) under this permit, must be emailed to the Chief Structural Engineer at ChiefStructural@miamibeachfl.gov prior to the event taking place. Failure to do so will incur fines. If not digitally signed, the original signed and sealed inspections report must be submitted to the Building Department Administration Office (2nd floor of City Hall) to close the corresponding Special Event Permit.

Field Electrical Inspection Approval Form

To: Building Official, City of Miami Beach
1700 Convention Center Drive, Second Floor
Miami Beach, FL 33139

Date: _____

RE: _____
[Name of Special Event]

[Address of Project]

[Permit No.]

Dear Building Official:

I _____, having performed and approved the required electrical inspections, hereby attest that to the best of my knowledge, belief, and professional judgment, the systems marked below, covered by the above referenced permit, have been inspected and approved in accordance with the approved plans and the provisions of the currently adopted versions of the National Electrical Code and the Florida Building Code. All approved items must be checked below; if any item is not applicable, check the N/A box next to the corresponding system.

APPROVED N/A

- All electrical equipment will be listed by a Nationally Recognized Testing Laboratory and installed as per listing
- All installations comply with NEC requirements including article 590 (Temporary Installations)
- Generators comply with NEC requirements including article 445 (Generators)
- All installation in and around pools comply with NEC requirements including article 680 (Pools)
- Others Describe:

Sincerely,

Special Inspector (**SIGNED AND SEALED**)

Florida License Number

NOTICE: This form must be emailed to the Chief Electrical Inspector **prior** to the event taking place. Failure to do so will incur in a \$500.00 fine.

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

Email: ChiefElectrical@miamibeachfl.gov

Special Inspector Notice for Special Events (TS Permits)

To: Building Official, City of Miami Beach
1700 Convention Center Drive, Second Floor
Miami Beach, FL 33139

Date: _____

RE: _____
[Name of Special Event]

[Address of Project]

[Permit No.]

Dear Building Official:

I _____ have been retained by (event's producer or his/her representative)
_____ to perform the following inspection(s):

- Tent(s)
- Stage(s)
- Platform(s)/Raised Floor(s)
- Truss Structure(s)
- Generator(s)
- Others Describe:

I acknowledge that I must perform the inspection and submit the Field Inspection Approval Form before the start of the event.

Sincerely,

Special Inspector (SIGNED AND SEALED)

License Number

NOTICE: The Field Inspection Approval Form, along with photographs of the completed installation, must be emailed to:

ChiefStructural@miamibeachfl.gov for temporary structures.

ChiefElectrical@miamibeachfl.gov for generators and other electrical installations.

Failure to submit the form before the event taken place will incur fines. If not digitally signed, the original signed and sealed inspections report must be submitted to the Building Department Administration Office (2nd floor of City Hall) to close the corresponding Special Event Permit.

