

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Condominium Online Flooring (Interior Flooring Only; No Bathroom/Balcony)

Plan Reviews

N/A

Inspections*

Sound Proofing/Underlayment/Coating, Building
Final

**Not all inspections listed may be required.*

PROJECTS MAY REQUIRE PLANNING BOARD APPROVAL PRIOR TO BUILDING PERMIT SUBMITTAL.

For the Planning Department
Checklist, visit:

www.tinyurl.com/288e54ba

For Online Permitting Resources,

visit: www.tinyurl.com/2552jdam

Required Construction Documents for Submittal: Digitally or electronically signed and sealed drawings –
(Visit the Online Permitting Resource Center link noted above for instructions).

Construction Documents	Department Review
<input type="checkbox"/> Unit Floor Plan	N/A

** Site Plan must show setbacks, both existing and proposed structures, property lines, lot dimensions, and grade elevation as per survey. It must also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope.*

*** All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable).*

****Review of construction documents may require additional departments*

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Soundproofing Specification Sheet	N/A
<input type="checkbox"/> Flooring Affidavit	N/A

**Flooring affidavit - Please visit our [Forms](#) page under the heading Plan Review Forms.*

SAMPLE SUBMISSION OF SIMPLE FLOORING PERMIT APPLICATION

- Go to our [Form's page](#) and under Permit Application Forms, download the Permit Application form.

Applicant Information (Blue or Black Ink Only)					
Office Use Only		Master Permit Number (If applicable):		Florida Statute 553.79 (16) regarding 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: _____	
Property Address: _____		For more information, see attached F.S. _____			
Permit Type (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		Permit Request (select all that apply) <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"/> LEED <input type="checkbox"/> Private Provider <input type="checkbox"/> Interior, Non-Structural <input type="checkbox"/> City Project <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Repeive Permit		Property Information (select one) <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Residential: Single-Family Residence/Duplex	
				Occupancy Classification: Condominium R-2 Multifamily R-2	
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: Replacement or New Flooring					
Property Owner			Contractor		
Name: Full Name of Owner			Qualifiers Name		
Address: Main address			Company address		
City: _____ State: _____			City: _____ State: _____ Zip Code: _____		
Driver's License/State Identification: _____			Contractor License Number: _____		
E-Mail Address (REQUIRED): owners e-mail address			Contractors e-mail address		
Daytime phone: _____			Daytime phone: _____		
Architect			Structural Engineer		
Name: N/A for flooring only			Name: N/A for flooring only		
License Number: _____			License Number: _____		
E-Mail Address: _____			E-Mail Address: _____		
Daytime phone: _____			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 foregoing 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. 775.062, s. 775.083, or s. 775.084.</p> <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> <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> <p>Signature of Owner/Agent or GC (for Sub-permits): _____ Signature of Qualifier: _____</p> <p>PRINT NAME: See next page regarding proof of ownership PRINT NAME: See next page regarding contractor information</p> <p>STATE OF _____ COUNTY OF _____ STATE OF _____ COUNTY OF _____</p> <p>The foregoing instrument was acknowledged before me, by _____ <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20____ by _____ Signature of Notary Public: _____ PRINT NAME: _____ (SEAL) Personally known or Produced Identification </p>					

Proof Of Ownership

- Recorded warranty deed
- Articles of Incorporation (listing managing members/officers/directors)
- 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 OR Municipal Contractor Occupational License – Must be a GC or licensed for flooring.
- Local Business Tax License from municipality in Florida
- Certificate of Competency

**When the contractor is workers compensation exempt, they must notify the owner and provide signed owner

2. Next, under Plan Review Forms, download the Flooring Permit Affidavit

MIAMI BEACH

—Building Department

1700 Convention Center Drive, 20th FL
Miami Beach, Florida 33139
Ph: 305-673-7610
miamibeachfl.gov/building

Flooring Permit Affidavit

All commercial properties, including condominium units, are required to obtain a permit for flooring (tile, wood, marble). To obtain a permit for flooring, please provide the following documents to the permit counter.

- 1) Permit Application
- 2) Flooring Permit Affidavit
- 3) Soundproofing manufacturer's literature with assembly value that complies with the Florida Building Code highlighted
- 4) Floor Plans clearly indicating the area of work
- 5) Copy of a notarized Contract/Agreement between client and contractor may be requested

No trade plan review will be required for flooring permits **except for balcony/terraces, porches, bathrooms, lobbies, and all other public commercial areas.**

NOTE: A soundproofing inspection is mandatory in the City of Miami Beach

Process No: _____

Property Address: _____

Product/Material: _____

I, _____, qualifying agent number _____ for, _____
(Name) (Contractor's Lic. No.) (Company Name)

hereby certify that all requirements of the Florida Building Code In Effect, **Chapter 10, Sections 1010.1.5, 1010.1.6, and 1010.1.7, and Chapter 12, Sections 1207, Section 1207.2, Section 1207.3.**

Signature: _____

Print Qualifier's Name: _____

State of _____, County of _____

Sworn to and subscribed before me this _____, Day of _____, 20____

By _____

(SEAL) _____

Personally known or Produced Identification

Type of Identification _____

Revised: 1.03.2023
Previous Revision: 3.05.2020

SAMPLE SUBMITAL

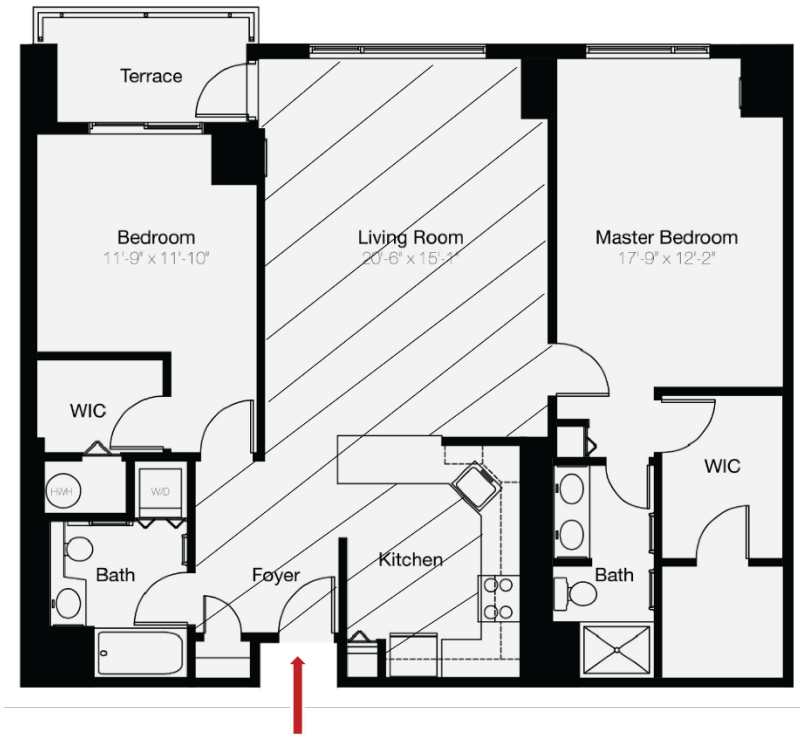
Property Address: _____

Unit #: _____

Scope of work:

The text shown here
MUST be written on
the plans.

- Remove old flooring type XXX
- Install New XXX type flooring over soundproof material type XXXXXX with a sound transmission class not less than 50
- No flooring in bathrooms or balcony
- No vertical change in floor level will not exceed ¼"
- Maximum threshold height of ½ inch across the main entrance exit door
- Floor work area: XXX sq. ft
- Foyer
- Living Room
- Kitchen
- No cabinet removal



IMPORTANT NOTE:

The entry door is a fire door and cannot be cut or altered as it may affect the fire protection

*** Include: The flooring and soundproof underlayment specification.