

PRIVATE PROVIDER PLAN REVIEW COMPLIANCE AFFIDAVIT

Process #: _____ Address: _____

Private Provider Firm: _____

Private Provider: _____

Address: _____

Phone: _____

E-mail: _____

Notice - A private provider may only perform building code plan review services that are within the disciplines covered by that person's licensure or certification.

I hereby certify that to the best of my knowledge and belief the plans submitted were reviewed for and are in compliance with the Florida Building Code and all local amendments to the Florida Building Code by the following affiant, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statute and hold the appropriate license or certificate.

Check all Disciplines that apply: ☐ Building ☐ Structural ☐ Electrical ☐ Mechanical ☐ Plumbing

Plan sheets: _____

Florida Architect's or Engineer's Certification #: _____

Signature of Private Provider: _____

STATE OF FLORIDA, COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20____, by: _____
[] Personally known [] Procured Identification – Type of Identification _____
and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge or belief.

Signature of Notary Public

Seal

Private Provider Pre-Construction Meeting

Prior to issuance of a Private Provider Master or Phased Permit, a Pre-Construction Meeting is required, and acknowledgement/meeting date shall be recorded into the permit records. The Owner, Private Provider, General Contractor, Major Sub-Contractors and Architect shall attend the meeting.

Meeting Requirements

All projects with a job value exceeding \$1 million, with private provider service, will be required to undergo a pre-construction meeting with the Building Official and the Building Trade Chiefs.

Key Points:

- Projects Over \$1 Million: Must schedule a pre-construction meeting.
- Projects Under \$1 Million: No pre-construction meeting is required for these projects. The private provider to submit The Private Provider Acknowledgement Form.

Scheduling Instructions:

- To schedule a pre-construction meeting: Email Administration at BuildingAdmin@miamibeachfl.gov.
- Available Time Slots: Pre-construction meetings will be held virtually on Tuesdays, Wednesdays, and Thursdays from 10:30 AM to 11:00 AM. Accommodations can be requested if needed.

Meeting Agenda

1. CONSTRUCTION INSPECTION LOG:

- A.** Contacts List including Private Provider, General Contractor, Major Sub- Contractors, Architect/ Engineers and City of Miami Beach (**CMB**) Chiefs/ Supervisors.
- B.** Inspections to be organized according to the construction sequence.
- C.** Log to be tabbed per building, area, floor level, trade and chronological order.
- D.** Include separate tabs for Threshold Inspectors, Specialty Engineers (Windows, Roofing, Waterproofing, etc.)

2. INSPECTIONS:

- A.** Inspections may not be requested until a CMB permit is issued and plans are available on site.
- B.** Inspections may be requested by the contractor from the Private Provider; the Private Provider notifies the CMB of the same request prior to 2 pm on a daily basis.
- C.** All inspections not involving Fire, Planning, Public Works, Elevator and Floodplain Management only require the Private Provider's approval; the contractor may proceed with the next phase of the work without having to wait for CMB approvals.
- D.** All inspections involving Fire, Planning, Public Works, and Elevator may require the CMB department's approval in addition to the Private Provider's approval prior to the contractor proceeding with the next phase of the work.
- E.** The Contractor shall schedule the Final inspection for all trades via the Interactive Voice

Response (IVR) system (305) 673-7370, with the exception of the Electrical trade; the Electrical Sub-contractor shall schedule the Temporary Power for Construction, Temporary Power for Testing and the Final Inspections via the IVR; Temporary Power for Construction & Temporary Power for Testing require separate permits.

- F.** CMB inspections may be performed contingent on City workload; inspections will consist mainly on reviewing the project inspection logs, determining if logs are updated according to the project schedule and may include a walkthrough.
- G.** Differences between CMB and Private Provider inspectors regarding inspection results, shall be discussed with the Private Provider, General Contractor and/or Sub-Contractor on site and consensus documented by the Private Provider in the Log book; inspection result differences that may not be resolved on site may be further discussed with the Chiefs, Operations Manager or Building Official

3. REVISION TO CONSTRUCTION DOCUMENTS:

- A.** Changes made to the construction that require plan revisions shall be determined by the Private Provider inspector as being Minor or Major. At the Contractor's/Owner's own risk, Minor plan revisions may be submitted to the City of Miami Beach on a bi-weekly basis as applicable for review and approval after the Private Provider has reviewed and approved same. The work may proceed after the plan revision is placed in the Field Log Book. Any code deficiencies found subsequently by the City's review of the plans shall be immediately corrected.
- B. Minor Changes** do not affect Life Safety systems, Major Structural components, fire rated horizontal / vertical assemblies or any building component under the NFPA/ Fire Department's jurisdiction. Minor Changes may be submitted on a letter size drawing directly to the contractor as a signed and sealed field directive by the Architect or Engineer of Record. All minor plan revisions shall be kept in the field log book under a separate tab. All minor revisions shall be consolidated on a bi-weekly basis into formal construction documents and submitted to the City of Miami Beach for review and approval.
- C. Major Changes** may affect one or more of the building systems aforementioned under Item "B" above and must be submitted to the Building Department for review prior to the construction change being carried out. All changes, whether Minor or Major, affecting Fire Department's purview, shall be reviewed by the City prior to proceeding with the work.

4. FINAL REVISED CONSTRUCTION DOCUMENTS SET:

- A.** All projects with a valuation of \$1,000,000 or more will require a consolidated set of revisions.
- B.** Prior to the Final Building inspection and Certificate of Occupancy the Final revised drawings set shall be in "Finaled" status.
- C.** A Temporary Certificate of Occupancy may be issued pending the Final Revised Construction Documents Set.

PRIVATE PROVIDER SUBMITTAL CHECKLIST

(REVIEW & INSPECTIONS)

- ☐ Building Official Private Provider's approval.
- ☐ Permit application (Check the private provider box).
- ☐ All sheets stamped by private provider (Review & approval by Private Provider may be completed concurrently with CMB's reviews and approval).
- ☐ Construction Parking Management Plan (CPMP) for job values of \$250,000 or higher.
- ☐ Notice to Building Official – Signed and Notarized by Owner.
- ☐ Private Provider Acknowledgement
- ☐ Private Provider Compliance
- ☐ Private Provider Inspection List
- ☐ Complete package of certifications for all Duly Authorized Representatives performing plan reviews and inspections.
- ☐ Proof of Professional Liability Insurance in accordance with the project value- CMB must be listed as a Certificate Holder
- ☐ For Residential properties, these additional forms are required:
 - a. Contractor for Private Provider Residential Pre-Construction Occupancy Agreement,
 - b. Owner Pre-Construction Occupancy Agreement (Also for Commercial), and
 - c. Private Provider Residential Pre-Construction Occupancy Agreement.

The above line items are required to obtain process numbers for the permit, and below line items are required to issue the permit.

- ☐ Building Official's approval in the system.
- ☐ DERM approval.
- ☐ Approval from applicable CMB's departments – Flood, Planning, Urban Forestry, Environmental, Public Works, Fire, Parking, and Elevator.
- ☐ Pre-Construction Meeting held prior to permit's issuance.
- ☐ Submittal of the signed/approved plans with a Private Provider Plan Review Affidavit for each of the reviewers.

Note: Building reviewers verify private provider's approvals for all disciplines on all sheets prior to Building Official's and permit's approvals.

Private Provider – List of Inspections

(Please check all that apply)

Building Inspections

- Beams
- Buck / Anchors
- Columns
- Demolition
- Drywall / Metal Lath
- Foundation
- Framing
- Insulation
- Lightweight Concrete
- Fire Penetration Protection
- Railings
- Sheathing
- Slab
- Soundproofing/Underlayment/Coating
- Stairs
- Thermal Insulation
- Trusses
- Windows/Doors/Glass
- Building Final
- Other(s)

Private Provider – List of Inspections

(Please check all that apply)

Roofing/Waterproofing Inspections

- Cap Sheet
- Roof Covering In Progress
- Roof Mop In Progress
- Roof Tincap/Base Sheet
- Uplift Test
- Water/Flood Test Test
- Waterproofing In Progress
- Roof Final
- Other(s)

Pool Inspections

- Piling
- Pool Steel
- Pool Main Drain
- Pool Bonding
- Pool Barrier
- Pool Final
- Other(s)

Private Provider – List of Inspections

(Please check all that apply)

Electrical Inspections

- Electrical Rough
- Electrical Underground
- Fire Alarm Rough
- Electrical Low Voltage
- Electrical Final
- Others(s)

Mechanical Inspections

- Mechanical Rough
- Mechanical Underground
- Mechanical Curb/Stand Attachment
- Mechanical Final
- Others(s)

Plumbing/Gas Inspections

- Plumbing Rough
- Plumbing Underground
- Gas Rough
- Gas Final
- Irrigation
- Plumbing Final
- Others(s)

NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

Process/Permit Number:	Project Name:
Job Address:	Parcel Tax ID:
Services to be provided: Plans Review <input type="checkbox"/> Inspections <input type="checkbox"/>	

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to Florida Statute Section [553.791\(2\)](#).

I, _____, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Firm:	Address:
Telephone Number:	Email Address:
Florida License, Registration or Certificate Number:	

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by [Section 553.791](#), Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire code, land use, environmental or other codes.

The following attachments are provided as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. Proof of insurance for professional and comprehensive liability in the amount of \$1 million per occurrence relating to all services performed as a private provider, including tail coverage for a minimum of 5 years subsequent to the performance of building code inspection services.

Individual: <input type="checkbox"/>	Corporation: <input type="checkbox"/>	Partnership: <input type="checkbox"/>
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Name _____ Address _____ Phone _____

Signature _____

STATE OF FLORIDA, COUNTY OF _____

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged that same was executed for the purposes therein expressed.

[] Personally known [] Procured Identification – Type of Identification _____

Signature of Notary Public _____ Seal



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, FL 33139, www.miamibeachfl.gov
Building Department, Administration
Tel: 305.673.7610, E-mail: Mashaerl@mail@miamibeachfl.gov

Contractor for Private Provider Residential Pre-Construction Occupancy Agreement

Ref: _____
Permit #: _____
Address: _____
MDC Folio#: _____

Contractor signing below, agrees to the following: (initialize)

- Obtain all required sub permits for construction.
- Build based only on City approved plans.
- Revisions must be approved by City review before private provider inspections can be approved.
- Maintain copies of approved plans and inspection logs at the job site at all times for City inspectors' verification.
- No occupancy before issuance of Certificate of occupancy and notify the City of Miami Beach Building Department should unauthorized occupancy occur within 24 hours of this occurrence.

Should unauthorized occupancy occur, the City will issue a Building Violation, order utilities disconnected and have the General Contractor and private provider restricted from pulling other permits in the City while the situation is resolved. Repeat offenses may cause the Private provider to be banned from future work in the City of Miami Beach for an undetermined amount of time.

Signed by: _____ Name/Title: _____

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 _____



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, FL 33139, www.miamibeachfl.gov
Building Department, Administration
Tel: 305.673.7610, E-mail: Asalgueiro@miamibeachfl.gov

Owner Pre-Construction Occupancy Agreement

Ref: _____
Permit #: _____
Address: _____
MDC Folio#: _____

I, the owner of the property located at _____,
Miami Beach FL, _____, by the present, agree to the following:
Initialize:

- I acknowledge plan revisions must be approved by City review before private provider inspections can be approved.
- I will not occupy the building in any way before issuance of CO or TCO by the City of Miami Beach.
- Should unauthorized occupancy occur, the City will issue a Building Violation and order utilities disconnected.

Signed by: _____ Name: _____

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 _____



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, FL 33139, www.miamibeachfl.gov
Building Department, Administration
Tel: 305.673.7610, E-mail: Asalgueiro@miamibeachfl.gov

Private Provider Residential Pre-Construction Occupancy Agreement

Ref: _____
Permit #: _____
Address: _____
MDC Folio#: _____

Private Provider signing below, agrees to the following:

- Obtain all required sub permits for construction.
- Maintain copies of approved plans and inspection logs at the job site at all times for City inspectors' verification.
- Revisions must be approved by City review before private provider inspections can be approved.
- No occupancy before issuance of Certificate of occupancy and notify the City of Miami Beach Building Department should unauthorized occupancy occur within 24 hours of this occurrence.

Should unauthorized occupancy occur, the City will issue a Building Violation, order utilities disconnected, and have the General Contractor and private provider restricted from pulling other permits in the City while the situation is resolved. Repeat offenses may cause the Private provider to be banned from future work in the City of Miami Beach for an undetermined amount of time.

Signed by: _____ Name/Title: _____

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 _____

Private Provider Acknowledgement

Prior to issuance of a Private Provider Master or Phased Permit, a private provider acknowledgement form is required. The Owner, Private Provider, and the General Contractor shall acknowledge these requirements.

I. CONSTRUCTION INSPECTION LOG:

- a. Inspections to be organized according to the construction sequence.
- b. Log to be tabbed per building, area, floor level, trade, and chronological order.
- c. Include separate tabs for Threshold Inspectors, Specialty Engineers (Windows, Roofing, Waterproofing, etc.)

II. INSPECTIONS:

- a. Inspections may not be requested until a permit is issued and plans are available on site.
- b. Inspections may be requested by the contractor from the Private Provider; the Private Provider notifies the Building Department of the same request prior to 2 PM daily.
- c. All inspections not involving Fire, Planning, Public Works, Elevator and Floodplain Management only require the Private Provider's approval. The contractor may proceed with the next phase of the work without having to wait for Building Department approvals.
- d. All inspections involving Fire, Planning, Public Works, and Elevator may require each department's approval in addition to the Private Provider's approval prior to the contractor proceeding with the next phase of the work.
- e. For permits where the Private Provider is involved in the inspections phase only, the portion involving Floodplain Management inspections may **not** be performed by the Private Provider inspector.
- f. The Contractor shall request first inspection (within 60 days of starting construction) for all trades with via the Interactive Voice Response (IVR) system (305) 673-7370 or online at CSS. **NOTE:** Private provider inspector and the

contractor for the trade requesting inspection must be present on site for this meeting/inspection.

- g. Building Department inspections may be performed contingent on the Building Department's workload. Inspections will consist mainly on reviewing the project inspection logs, determining if logs are updated according to the project schedule and may include a walkthrough.
- h. Differences between the City of Miami Beach and Private Provider inspectors regarding inspection results, shall be discussed with the Private Provider, General Contractor and/or Sub-Contractor on site and consensus documented by the Private Provider in the Log book. Inspection result differences that may not be resolved on site may be further discussed with the Chiefs, Operations Manager or Building Official. Private provider is responsible to ensure that the construction is done in accordance with the approved plans, all applicable codes, and ordinances. The private provider is required to inspect all portions of work being performed on-site including threshold, structural, building, flood, accessibility, roofing, mechanical, plumbing, and electrical work. The private provider shall ensure that all the required permits/sub-permits are obtained by the contractor before starting work. The private provider is required to check for erosions and ensure compliance with National Pollutant Discharge Elimination System (NPDES). The private provider shall report any safety issues to the authority having jurisdiction and OSHA.

III. **REVISION TO CONSTRUCTION DOCUMENTS:**

- a. Changes made to the construction that require plan revisions shall be determined by the Private Provider inspector as being minor or major. At the:
 - i. Contractor's/Owner's own risk, minor plan revisions may be submitted to the City of Miami Beach on a bi-weekly basis as applicable for review and approval after the Private Provider has reviewed and approved same. The work may proceed after the plan revision is placed in the Field Logbook. Any code deficiencies found subsequently by the City's review of the plans shall be immediately corrected.
- b. **Minor Changes** do not affect Life Safety systems, Major structural components, fire rated horizontal / vertical assemblies or any building component under the NFPA/ Fire Department's jurisdiction. Minor changes may be submitted on a letter size drawing directly to the contractor as a signed and sealed field directive by the Architect or Engineer of Record. All minor plan revisions shall be kept in

the field logbook under a separate tab. All minor revisions shall be consolidated on a biweekly basis into formal construction documents and submitted to the City of Miami Beach for review and approval.

- c. **Major Changes** may affect one or more of the building systems under Item "B" above and must be submitted to the Building Department for review prior to the construction change being carried out. All changes, whether minor or major, affecting Fire Department's purview, shall be reviewed by the City prior to proceeding with the work.

IV. **FINAL REVISED CONSTRUCTION DOCUMENTS SET:**

- a. All projects with a valuation of \$1,000,000 or more will require a consolidated set of revisions (as-builts) set. *Except for Single Family Residences.*
- b. Prior to the Final Building inspection and Certificate of Occupancy, the final revised drawings set shall be in "Final" status.
- c. Upon completion of the project the Private Provider shall deliver a complete set of inspections logbook (*including any test reports and certificates*) and a letter/statement certifying that the work was done as per approved plans and applicable codes. *See Private Provider Statement of Inspection located within the [Forms](#) page under the title Private Provider Forms.*
- d. A Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) can only be issued the Building Department.

_____ Property Owner Name	_____ Signature	_____ Date
_____ Private Provider Name	_____ Signature	_____ Date
_____ General Contractor Name	_____ Signature	_____ Date

Applicant Information (Blue or Black Ink Only)					
Code in Effect: Florida Building Code (FBC), 8th Edition (2023)		Master Permit No. (If applicable):		Florida Statute 553.79 (16) regarding permit timelines. Please select one (Required): <input type="checkbox"/> Opt OUT <input type="checkbox"/> Opt IN <i>For more information, see attached F.S.553.79(16)</i>	
		Recertification and/or Violation No. (If applicable):			
Property Address:		Unit #:	Parcel/Folio Number:		
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/Condominium <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 (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					
<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. 775.082, 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 \$5,000.00 AND MUST BE POSTED AT THE JOBSITE PRIOR TO FIRST INSPECTION.</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 _____		
The foregoing instrument was acknowledged before me, by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20_____ by _____ Signature of Notary Public _____			The foregoing instrument was acknowledged before me, by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20_____ by _____ 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. In order to arrive at the acceptable approximate job value for Building Costs EXCLUDE the cost of any Mechanical, Electrical, and Plumbing.

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: _____