



# Village of Palmetto Bay Permit Application

Building Division  
 8950 S.W. 152<sup>nd</sup>. Street  
 Palmetto Bay, Florida 33157  
 (305) 259-1250 Fax:

A division of the Department of Planning, Zoning, and Building Services

**GENERAL INFORMATION: Please read these instructions carefully before submitting the work for review**

This application must be completed and signed by both the property owner and qualifier. Both of these signatures must be notarized. Please print legibly or type in order not to delay your application. For roofing permits, in addition to this permit you must also fill out a roofing permit application. Express permits require an additional fee and will only be accepted between the hours of 8:00 A.M. and 10:00 A.M., Monday through Friday. All other permits/plans must be dropped off before 3:00 p.m. for regular processing. During the processing of your application you may be asked to submit additional information. There may be additional permits and reviews required from other governmental agencies not affiliated with Palmetto Bay.

**APPLICATION:**

<u>Clerk's Initials</u>	<u>Plan Process Number</u>	<u>Master Permit Number</u>	<u>Subsidiary Permit Number(s)</u>	<u>Expiration Date</u>

**Job Address:** \_\_\_\_\_  
Address
Unit number
City
State
Zip Code

<b>Folio Number:</b> _____  <b>Lot:</b> _____ <b>Block:</b> _____  <b>Subdivision:</b> _____ <b>PB:</b> _____ <b>PG:</b> _____  <b>Current Use of Property:</b> _____  <b>Proposed Use of Property:</b> _____  <b>Description of Work:</b> _____ <hr/>	<b>Zoning:</b> _____ <b>Square Feet:</b> _____  <b>Linear Feet:</b> _____ <b>Units:</b> _____ <b>Stories:</b> _____  <b>Value of Proposed Work:</b> _____ <b>Est. Bldg. Value:</b> _____  <b>Tax Assessed Value:</b> _____  <b>Flood Zone:</b> _____ <b>Base Floor Elev.:</b> _____  <b>Homeowner's Association:</b> _____  <b>Tenant Information:</b> _____ <b>Unit Number:</b> _____
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Check Permit Type		Check Permit Change		Check Type of Improvement			
Building		Change of Contractor		New Construction		Deck/Concrete flatwork	
Electrical		Permit Renewal		Exterior Alteration		Window Replacement	
Mechanical		Plan Revision		Interior Alteration		Shutters	
Plumbing		Permit Extension		Attached Addition		Garage Doors	
LPGX		Supplement		Detached Addition		Storage Shed	
Roofing		Re-inspection Fee		Repair		Railings	
Fence				Repair due to Fire		Stairs	
Sign				Demolish		Windows/Doors	
Public Works				Screen Enclosure		Roofing	
Other				Driveway		Re-Roof	
				Fence		Seal-cote	
				Pool		Other	

Architect Information	Engineer Information
Name:	Name:
License Number:	License Number:
Address:	Address:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Other:	Other:

Property Owner	Contractor
Name:	Company Name
Address:	Qualifier
Home Telephone:	License Number
Business Telephone:	Address
Other Telephone:	Telephone Number
Fax Number:	Fax Number
Does Property have Homestead Exemption	Other

Bond Company (if applicable)	Mortgage Lender
Name:	Name:
Address:	Address:
City: State: Zip	City: State: Zip

Classification Of Proposed Work		
Residential <input type="checkbox"/>	Duplex <input type="checkbox"/>	Townhouse <input type="checkbox"/> Multi Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other <input type="checkbox"/>
Effective Code _____	Occupancy _____	Construction Type _____
Zoning:	Variance Number:	Remarks:

**OWNER AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for **ELECTRICAL, MECHANICAL, PLUMBING, SIGNS, WELLS, POOLS, ROOFING, SHUTTERS, WINDOWS, FURNACES, BOILERS, HEATERS, TANKS, FENCE, DRIVEWAYS and AIR CONDITIONERS, ETC.** In addition to the requirements of this permit, there may be additional restrictions found in the Public Records, and there may be additional permits required from other governmental entities.

I, the owner of the property, have disclosed all information related to any work that has been performed in the prior twelve months to the Building Division as part of this application. Further, I am fully aware that if the cumulative cost of work to my home or business under this and any other permit equals or exceeds fifty percent of the fair market value of the structure, the entire structure must meet the present federal flood criteria for finished floor elevation. I am also fully aware that if the cost of work to my home or business under this and any other permit equals or exceeds fifty per cent of the replacement cost of the structure, then the entire structure must conform to current code requirements of the Florida Building Code.

I, the owner of the property, understand that a permit application is subject to denial and a validated permit or permit card is subject to revocation or modification based upon applicable deeds, covenants, declarations, easements and any other legal restriction. By issuing a permit, the Village of Palmetto Bay makes no representation as to the existence or validity of any property restriction.

I, the owner of the property certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Signature of Owner/Tenant

State of Florida, County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.  
by (print name) \_\_\_\_\_

Notary Name \_\_\_\_\_

Personally known  or I.D. \_\_\_\_\_  
Type of identification produced: \_\_\_\_\_

\_\_\_\_\_  
Signature of Qualifier

State of Florida, County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.  
by (print name) \_\_\_\_\_

Notary Name \_\_\_\_\_

Personally known or I.D. \_\_\_\_\_  
Type of identification produced: \_\_\_\_\_

## IMPORTANT NOTICES

- Do not begin work without receiving you validated permit and permit card. Applying for a permit does not grant you the right to commence construction. Construction can only occur during the hours of 7:00 a.m. to 7:00 p.m., Monday thru Saturday and from the hours of 9:00 a.m. to 6:00 p.m. on Sundays and Federal holidays.
- All construction sites must be maintained in a clean and orderly condition free from construction debris. Failure to do so will result in a fine and a suspension of inspections until said property is cleaned.
- Streets and neighboring properties shall be kept free from dirt and debris.
- Swales must be protected from damage by equipment or vehicles and sidewalks cannot be blocked.
- Portable Toilets for construction jobs require a separate permit. If toilet is not available the inspection will not be performed.
- Water cannot be discharged into the right of way or storm drains without the approval of the Public Works Department.
- No equipment or materials can be stored on the right of way; they must only be stored on your property.
- Florida Department of Health approval is required for applications involving Septic Tanks. Department of Environmental Resources Management (DERM) and /or Miami-Dade Water and Sewer Department approval is required for applications involving sewers and water. The tree section of the Department of Environmental Resources Management (DERM) approval is required on all landscape plans and on all tree removal applications.

## CHECKLIST (OFFICE USE ONLY)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> OWNER-BUILDER FORM<br>(Attached)                             | <input type="checkbox"/> HEALTH DEPARTMENT APPROVAL<br>(Septic/Sewer)             | <input type="checkbox"/> PERMIT CLERK REVIEW<br>By: _____  |
| <input type="checkbox"/> FIRE DEPARTMENT APPROVAL<br>(Commercial/multi (family only)) | <input type="checkbox"/> IMPACT FEE<br>(New Construction)                         | <input type="checkbox"/> Complete Application<br><input type="checkbox"/> Current liability ins.<br><input type="checkbox"/> Worker's Comp.<br><input type="checkbox"/> Cont. Lic. Check |
| <input type="checkbox"/> CONCURRENCY<br>(New Construction)                            | <input type="checkbox"/> SCHOOL REVIEW<br>(New Construction)                      |  |
| <input type="checkbox"/> PROOF OF OWNERSHIP<br>(Attached)                             | <input type="checkbox"/> DERM REVIEW<br>(New Construction/Additions/Tree Removal) | <input type="checkbox"/> OTHER<br>(Specify and Attach)   |
| <input type="checkbox"/> CONDO ASSOCIATION APPROVAL                                   | <input type="checkbox"/> PUBLIC WORKS   | <input type="checkbox"/> FLORIDA DEPARTMENT OF<br>BUSINESS AND<br>PROFESSIONAL REGULATION<br>APPROVAL (RESTAURANTS)  |
| <input type="checkbox"/> UPFRONT FEES AMOUNT: _____                                   |   |  |

## PERMIT FEES (OFFICE USE ONLY)

<b>Scanning Fees</b> ( 3.67 per sheet)	<b>Art in Public Places</b>	
<b>Scanning Fees</b> (1.85 per sheet) Small Sheets	<b>Certificate of Use and Occupancy</b>	
<b>Village of Palmetto Bay Permit Fees</b>	<b>Concurrency Fee</b> (7%)	
<b>Miami-Dade County Fees</b> (sq. ft. x \$65/1000x0.60)	<b>Technology Fee</b> (6.3%)	
	<b>Zoning Inspection Fee</b> (157.50 per application)	
<b>Radon-Inspector State Educational Fund and DCA State Fee</b>	<b>Administration Fee</b>	
<b>Code Enforcement Fine</b>	<b>Express Fee</b> (25.00)	
<b>Certificate of Completion</b>	<b>Public Works Fee</b>	
<b>Construction Sign Fee</b>	<b>Landscape Review Fee</b> (175.00 per hour)	
<b>Roll-off Waste Container Fee</b> (105.00 per container site)	<b>Special Review Fee</b>	
<b>Rework Fee</b>	<b>Other</b>	

**PLAN REVIEWER APPROVAL AREA (OFFICE USE ONLY)**

SECTION	REJECTED DATE NUMBER 1	REJECTED DATE NUMBER 2	REJECTED DATE NUMBER 3	APPROVAL DATE	REVIEWER APPROVAL'S NAME
ZONING					
ELECTRICAL					
MECHANICAL					
PLUMBING					
FIRE					
ROOFING					
PUBLIC WORKS					
PLANNING					
FT&I DISTRICT					
STRUCTURAL					
BUILDING					
BUILDING OFFICIAL					

**REWORKS:** A fee of **\$100.00** may be charged for failure to make required corrections previously indicated. The fee shall be charged after the initial review plus one follow up review per trade. Please note that Florida Statutes 553.80 section 2(b) states "with respect to evaluation of design professionals documents, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically noted in each rejection, including but not limited to egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to Chapter 120, the local government shall impose, each time after third such review the plans are rejected for that code violation a fee of **four times the amount** of the proportion of the permit fee attributed to plans review".

**ISSUING OFFICIAL**

FINAL PLAN REVIEWED AND PREPARED FOR ISSUANCE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONDITIONS OF APPROVAL**

**PLAN TRACKING**

Plans Checked out	Date	Clerk	Plans Checked in	Date	Clerk