

CITY OF MIAMI BEACH - BUILDING DEPARTMENT - APPENDIX 2
 1700 Convention Center Drive, 2nd Floor, Miami Beach, Florida 33139
PERMIT APPLICATION
 (Please fill out completely)

IF SUBSIDIARY OR REVISION PROVIDE MASTER PERMIT NUMBER HERE: _____

B

LOCATION OF IMPROVEMENTS		CONTRACTOR INFORMATION	
Job Address _____	License No.: _____	Qualifiers SS# _____	Company Name _____
Folio No.: _____	Qualifiers SS# _____	Company Name _____	Qualifier Name _____
Lot _____	Company Name _____	Qualifier Name _____	Address: _____
Block _____	Qualifier Name _____	Address: _____	City/State/Zip _____
Subdivision: _____	Address: _____	City/State/Zip _____	Phone Number: _____
P. B. Page _____	City/State/Zip _____	Phone Number: _____	
TYPE OF IMPROVEMENT			
Description of Work: _____	Value of Work \$ _____	No of Units _____	No of Floors: _____
Current Property Use: _____	Lineal Feet: _____	Gallons: _____	
Square Feet: _____			
<input type="checkbox"/> New Construction on Vacant Land FFE: _____	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Shell Only	<input type="checkbox"/> Signs
<input type="checkbox"/> Alteration Interior	<input type="checkbox"/> Enclosure	<input type="checkbox"/> Addition Attached	<input type="checkbox"/> Roofing
<input type="checkbox"/> Alteration Exterior	<input type="checkbox"/> Repair	<input type="checkbox"/> Addition Detached	<input type="checkbox"/> Swimming Pool/Spa
<input type="checkbox"/> Relocation of Structure	<input type="checkbox"/> Repair due to Fire	<input type="checkbox"/> Awning/Canopies	<input type="checkbox"/> Hurricane Shutters
	<input type="checkbox"/> Demolish	<input type="checkbox"/> Fencing	<input type="checkbox"/> Windows/Sliding
PERMIT TYPE		CHANGE TO EXISTING	
<input type="checkbox"/> Building	<input type="checkbox"/> Change Contractor	<input type="checkbox"/> Revision	<input type="checkbox"/> Extension
<input type="checkbox"/> Electrical	<input type="checkbox"/> Revision	<input type="checkbox"/> Extension	<input type="checkbox"/> Upgrade
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Supplement	<input type="checkbox"/> Reinspection	
<input type="checkbox"/> Plumbing			
<input type="checkbox"/> LP G X			
ARCHITECT INFORMATION		OWNER'S INFORMATION	
Name: _____	Name: _____	Address: _____	City/State/Zip: _____ / _____ / _____
Address: _____	Address: _____	Home Phone: _____	Work Phone: _____
City/State/Zip: _____	City/State/Zip: _____	S/S No.: _____	D/L No.: _____
Phone: _____	Phone: _____		
FEE SIMPLE TITLEHOLDER'S INFORMATION		MORTGAGE LENDER INFORMATION	
Name: _____	Name: _____	Address: _____	City/State/Zip _____
Address: _____	Address: _____	City/State/Zip _____	Phone: _____
City/State/Zip _____	City/State/Zip _____		
Phone: _____	Phone: _____		

CITY OF MIAMI BEACH - BUILDING DEPARTMENT - APPENDIX 2

1700 Convention Center Drive, City Hall 2nd Floor

Miami Beach, Florida 33139

DATE:

OWNER'S AFFIDAVIT

ATTENTION: BUILDING OFFICIAL

I, _____ certify that I am the owner of the property described as:

ADDRESS:

LOT: _____ BLOCK _____ SUBDIVISION _____

I authorize _____ as my agent to obtain a building permit for the following work: _____

OWNER

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscriber before me this _____ day of _____

19 __, by: _____

Personally Known to me: or Procured Identification

Type of Identification: _____

DID TAKE OATH DID NOT TAKE OATH

Signature of Notary Public

Notice of Commencement must be filed if the job valuation exceeds \$ 2,500.00 in labor and material.

Notice of Commencement must be posted prior to the job commencing.

Notice of Commencement should be filed at: 44 West Flagler Street, 8th Floor, Miami, Florida.

NOTICE TO OWNERS, CONTRACTORS, ARCHITECTS, ENGINEERS AND THE PUBLIC AT LARGE

SECTION 307.2 OF THE SOUTH FLORIDA BUILDING CODE STATES:

"A Statement of Inspection shall be required in connection with any construction for which the code requires architectural or engineered sealed plans. The State of Inspection shall be a statement in writing made and executed by the architect or engineer who sealed and signed the plans for the subject structure, attesting that to the best of his or her knowledge, belief and professional judgement, the structure and envelope component of the structure are in compliance with the approved plans and other approved permit documents. The Statement of Inspection shall also contain a statement that to the best of his or her knowledge, belief and professional judgement the approved permit plans represent the as-built condition of the structural and envelope components of the structure. For these purposes, the Building Official may in exigent circumstances and in his or her discretion, accept a substitute architect or engineer for the architect or engineer who signed and sealed the plans. Exigent circumstances shall include, but not to be limited to disagreement between owner and the architect or engineer who sealed and signed the plans. Where threshold or special inspectors are used in accordance with this Code, the Statement of Inspection may be made and executed by the special inspector or threshold inspector. The Statement of Inspection shall be issued and dated following the completion of the work, and delivered as a condition precedent to the issuance by the Building Official approving the final building inspection. Prior to the issuance of a Statement of Inspection the architect or engineer shall at a minimum perform those inspections which are required to be performed by the Building Official for the work involved."

TO COMPLY WITH THIS SECTION:

THE PERMIT HOLDER MUST HAVE THE ARCHITECT OR ENGINEER OF RECORD (OR IN EXIGENT CONDITIONS AND WHEN APPROVED BY THE BUILDING OFFICIAL, ANOTHER ARCHITECT OR ENGINEER) PERFORM AND APPROVE THOSE INSPECTIONS REQUIRED UNDER SECTION 305.2 OF THE SOUTH FLORIDA BUILDING CODE PRIOR TO THE BUILDING OFFICIAL PERFORMING THOSE INSPECTIONS.

THE ARCHITECT OR ENGINEER MUST KEEP AN "APPROVED INSPECTION LOG" AVAILABLE AT THE JOB SITE AT THE TIME THE BUILDING OFFICIAL PERFORMS THE REQUIRED INSPECTIONS.

THE PERMIT HOLDER MUST SUBMIT TO THE BUILDING OFFICIAL, PRIOR TO THE FINAL INSPECTION, A SIGNED AND SEALED STATEMENT OF INSPECTION FROM THE ARCHITECT OR ENGINEER.

SAMPLE

STATEMENT OF INSPECTION

THIS DOCUMENT MUST BE PREPARED IN STATIONARY WITH THE ARCHITECTS OR ENGINEERS LETTERHEAD BY THE ARCHITECT OR ENGINEER OF RECORD (OR IN EXIGENT CONDITIONS AND WHEN APPROVED BY THE BUILDING OFFICIAL, ANOTHER ARCHITECT OR ENGINEER).

[DATE]

TO: [OWNER'S NAME]

[ADDRESS OF PROJECT]

[PERMIT NUMBER]

[CONTRACTOR'S NAME]

Dear Building Official:

I [ARCHITECT OR ENGINEER], having performed and approved the required inspections, as indicated in the attached approved inspection log, hereby attest that to the best of my knowledge, belief and professional judgement, the structural and envelope components of the above referenced structure are in compliance with the approved plans and other approved permit documents. I also attest to the best of my knowledge, belief and professional judgement, the approved permit plans represent the as-built condition of the structural and envelope components of said structure.

This document is being prepared in accordance with Section 307.2 of the South Florida Building Code and is being submitted to the City of Miami Beach Building Department at the time of the final inspection for the above referenced structure.

Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

**ARCHITECT'S OR ENGINEER'S SIGNATURE AND SEAL
NOTICE TO OWNER'S, CONTRACTORS, ARCHITECTS,**

SAMPLE

AFFIDAVIT OF CONSTRUCTION

THIS DOCUMENT MUST BE PREPARED IN STATIONARY WITH THE PERMIT HOLDER LETTERHEAD BY THE PERMIT HOLDER OF RECORD.

[Date:]

City of Miami Beach
Building Department
1680 Michigan Avenue
Suite #701
Miami Beach, FL 33139

To: [OWNER'S NAME]

[ADDRESS OF PROJECT]

[PERMIT NUMBER]

[CONTRACTOR'S NAME]

Dear Building Official:

I _____ hereby certify that to the best of my

knowledge, belief and professional judgement, the structural and envelope components of the structure are in compliance with the approved plans and other approved documents. I also attest that to the best of my knowledge, belief and professional judgement the approved permit plans represent the as-built condition of the structure and that those inspections which are required to be performed by the Building Official for the work involved have been performed in accordance with Section 305.2(d) of this code.

This document is being prepared in accordance with Section 307.2 of the South Florida Building Code and is being submitted to the City of Miami Beach Building Department at the time of the final inspection for the above referenced structure.

Should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely;

Signature

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscriber before me this _____ day of _____, 19____, by:

[] Personally Known to me: [] or Procured Identification
Type of Identification: _____

[] DID TAKE OATH [] DID NOT TAKE OATH

Signature of Notary Public

CONSTRUCTION LIEN LAW FOR OWNERS

NOTICE OF COMMENCEMENT

111 NW 1st Street, 8th Floor, Miami, Florida

PERMIT NUMBER: _____ **TAX FOLIO NUMBER:** _____
STATE OF FLORIDA **COUNTY OF DADE**

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Legal description of property and street address: _____

Description of improvement: _____

Owner(s) name and address: _____

Interest in property: _____

Name and address of fee simple titleholder: _____

Contractor's name and address: _____

Surety: (Payment bond required by owner from contractor, if any)

Name and address: _____

Amount of bond: \$ _____

Lender's name and address: _____

Persons within the state of Florida designed by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes,

Name and address: _____

In addition to himself, Owner designates the following person(s) to receive a copy of a Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes,

Name and address: _____

Expiration date of this Notice of Commencement: (the expiration date is one (1) year from the date of recording unless a different date is specified) _____

SIGNATURE OF OWNER

Print Owner's Name: _____

Sworn to and subscribed before me on this _____ day of _____, 19____.

Personally Known, or _____

Produced ID _____

Oath taken, _____ Oath not taken _____

Prepared by: _____

Address: _____

Notary Public: _____

Print Notary's Name: _____

Commission Expiration _____