



Village of Palmetto Bay
 Building & Permitting Division
 9705 East Hibiscus Street
 Palmetto Bay, FL 33157
 Ph: (305) 259-1250 Fax: (866) 927-5576
permits@palmettobay-fl.gov

Permit Application

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 signatures must be notarized. Please print legibly or type in order not to delay your application. 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>Plan Process Number</u>	<u>Master Permit Number</u>
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Job Address: _____
 Address Unit number City State Zip Code

Folio Number: _____ Lot: _____ Block: _____ Subdivision: _____ PB: _____ PG: _____ Current Use of Property: _____ Proposed Use of Property: _____ Description of Work: _____ Dumpster permit to be included? Yes _____ NO _____	Linear Feet: _____ Square Feet: _____ Units: _____ Stories: _____ Value of Proposed Work: _____ Est. Bldg. Value: _____ Tax Assessed Value: _____ Flood Zone: _____ Base Floor Elev.: _____ Homeowner's Association: _____ <i>I affirm that there <input type="checkbox"/> are or <input type="checkbox"/> are no restrictive covenants associated with the underlying property that would affect the pending application. Failure to disclose this information shall result in the immediate revocation of any type of permit or certificate of use/occupancy.</i>
Tenant Information: _____ Unit Number: _____	

Check Permit Type	Check Permit Change	Check Type of Improvement			
Building	Change of Contractor	New Construction		Deck/Concrete flatwork	
Electrical	Permit Renewal	Exterior Alteration		Shutters	
Mechanical	Plan Revision	Interior Alteration		Garage Doors	
Plumbing	Permit Extension	Addition		Storage Shed	
Public Works		Repair		Railings	
Zoning		Repair due to Fire		Stairs	
		Demolish		Windows/Doors	
		Screen Enclosure		Roofing	
		Driveway		Sign	
		Fence		Gazebo / Pergola / Pavillion / Trellis	
		Pool		Other	

Architect Information	Engineer Information
Name:	Name:
License Number:	License Number:
Address:	Address:
Telephone Number:	Telephone Number:
Email address	Email address

Property Owner	Contractor
Name:	Company Name
Address:	Qualifier
Home Telephone:	License Number
Business Telephone:	Address
Email Address	Telephone Number

Plans Processing Contact Person	
Name:	Email:
Telephone Number:	

Bond Company (if applicable)	Mortgage Lender
Name:	Name:
Address:	Address:
City: State: Zip	City: State: Zip
Does Property have Homestead Exemption	Email Address

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 IMPROVEMENTS 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 OR Owner's Agent

State of Florida, County of _____

Sworn to (or affirmed) and subscribed before me by means of

___ physical presence OR ___ online notarization on this

day of _____, 20__.

by (print name) _____

Notary Signature _____

Personally known or I.D. _____

Type of identification produced: _____

Nov-24

Signature of Qualifier

State of Florida, County of _____

Sworn to (or affirmed) and subscribed before me by means of

___ physical presence OR ___ online notarization on this

day of _____, 20__.

by (print name) _____

Notary Signature _____

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 Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturdays from 9:00 a.m. to 5:00 p.m. **No work shall occur on Sundays and Village recognized Holidays unless the “noise control agent” grants a special permit.**
- 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.
- **REWORKS:** A fee of **\$167.00** 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”.