



City of Hialeah Gardens

Building Department

Permit Application

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016
TeleTelephone (305) 558-4114 Facsimile (305) 698-7236

Permit No. _____
Master Bldg. Permit _____
Job Address _____
Folio _____
Lot _____ Block _____ Bay/Suite _____
Subdivision _____
Metes and Bounds _____
Plat Book _____ Page # _____

- | | |
|---|---|
| <input type="checkbox"/> New Const.: vacant land | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Alteration of interior | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Alteration exterior | <input type="checkbox"/> Demolish |
| <input type="checkbox"/> Window installation | <input type="checkbox"/> Fence, Shed |
| <input type="checkbox"/> Relocation of structure | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Shop drawing review | |
| | |
| <input type="checkbox"/> Building Category* _____ | <input type="checkbox"/> Chg. Contractor |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Revision |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Extension |
| <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Supplement |
| | <input type="checkbox"/> Chg. Arch./ Eng. |

Person to pick up plans

Name _____
Address _____
City _____ St. _____ Zip _____
Phone (_____) _____
E-Mail _____

Cert. No. _____ Add. No. _____
Contractor No. _____
Qualifier S.S. # _____
Contractor's Name _____
Qualifier Name _____
Address _____
City _____ St. _____ Zip _____
Phone (_____) _____
Current Use of Property: _____
Description of Work: _____

Sq. Ft. _____ Units _____ Floors _____
Value of Work _____

Owner's Information

Owner _____
Address _____
City _____ St. _____ Zip _____
Phone (_____) _____
E-Mail _____

Architect/ Engineer

Name _____
Address _____
City _____ St. _____ Zip _____
Phone (_____) _____
E-Mail _____

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*** See Following Page for Building Category**

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for electrical, plumbing, sign, pools, mechanic, roofing, window installation, and hurricane shutters. There may be additional permits required from other governmental entities or due to code changes. Owner's Affidavit: I certify that all of 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 you paying twice for improvements to you property. If you intend to obtain financing, consult with you attorney or lender before recording your notice of commencement.

Signature of Owner or Agent _____
Print Name _____
Date _____
Notary as to Owner _____
My Commission Expires _____

Signature of Qualifier _____
Print Name _____
Date _____
Notary as to Owner _____
My Commission Expires _____

Plumbing Fees

<u>Type</u>	<u>Unit</u>	<u>Fee</u>
Bath Tub	_____	_____
Bidet	_____	_____
Dishwasher	_____	_____
Disposal	_____	_____
Drinking Fountain	_____	_____
Floor Drain	_____	_____
Grease Trap	_____	_____
Interceptor	_____	_____
Shower	_____	_____
Sink Pot 3 Compart.	_____	_____
Sink Slop	_____	_____
Temp. Water closet	_____	_____
Urinal	_____	_____
Water Closet	_____	_____
Indirect Wastes	_____	_____
Water Supply To:	_____	_____
Air Condition Unit	_____	_____
Fire Sprinkler	_____	_____
Heater Nat Bot Gas/Electric	_____	_____
Lawn Sprinklers	_____	_____
Swimming Pool	_____	_____
Water Service	_____	_____
Sewer Connections	_____	_____
Sewer Cap	_____	_____
Septic Tank	_____	_____
Drainfield 4+Tile Reserv.	_____	_____
Pump & Abandon Septic Tank	_____	_____
Soakage Pit, Cubic Feet	_____	_____
National LP Gas Water	_____	_____
Heater Stove	_____	_____
Space Heater	_____	_____
Other	_____	_____
Total	_____	_____

Mechanical Fees

<u>Type</u>	<u>Spec.</u>	<u>Fee</u>
Space Heaters	_____	_____
Central Heating	_____	_____
Air Cond. (Windows)	_____	_____
Air Cond. (Central)	_____	_____
Duct Work Only	_____	_____
Refrigeration	_____	_____
Process and Press Piping	_____	_____
Underground Tanks	_____	_____
Above Ground Tanks	_____	_____
U.F. Pressure Vessels	_____	_____
Steam Rollers	_____	_____
Hot Water Rollers	_____	_____
Mechanical Ventilation	_____	_____
Transporting Assemblies	_____	_____
Elevators-Escalators	_____	_____
Fire Sprinkler System	_____	_____
Cooling Towers	_____	_____
Other	_____	_____
Total	_____	_____

Electrical fees

<u>Type</u>	<u>Unit</u>	<u>Fee</u>
Outlets Rough Wiring	_____	_____
Ranger/ovens/range tops	_____	_____
Dryers	_____	_____
Clothes Washers	_____	_____
Dishwasher	_____	_____
Disposals	_____	_____
Space Heaters	_____	_____
Air Conditioners	_____	_____
Fans	_____	_____
Motors	_____	_____
Swimming Pool	_____	_____
Service	_____	_____
Sub Feeds	_____	_____
Special Purpose	_____	_____
Lamps, Bulbs, or Tubes	_____	_____
Sign Zoning OK	_____	_____
Time Clocks	_____	_____
Fire Alarm-Main Control	_____	_____
Devices (Detector Elect.)	_____	_____
Devices (Control Pts.)	_____	_____
Security-Main Control	_____	_____
Antenna & Dish	_____	_____
Control Points	_____	_____
Other	_____	_____
Total	_____	_____

	Approved	Disapproved
Zoning	_____	_____
Building	_____	_____
Structure	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
Plumbing	_____	_____
W/S	_____	_____
Public W.	_____	_____

THIS APPLICATION IS VALID FOR 90 DAYS FROM DATE RECEIVED. APPLICATION AND ALL ATTACHMENTS WILL BE DESTROYED AFTER THAT DATE IF PERMIT IS NOT ISSUED.



City of Hialeah Gardens

Building Department

OWNER BUILDER AFFIDAVIT

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016
TeleTelephone (305) 558-4114 Facsimile (305) 698-7236

I have on this date _____ applied for a Building Permit as an Owner-Builder and I am aware of the following requirements. : **PROOF OF OWNERSHIP** - Prior to a Building Permit being issued, I must submit proof of ownership of the land or property described in the application such as a recorded deed, a copy of mortgage or warranty deed showing obligation to purchase the property, a Dade County tax receipt containing legal description and property ownership, legal description and name on documents provided must correspond with name and legal description on the application.

WORK PERMITTED AS OWNER-BUILDER - The laws governing the City of Hialeah Gardens provide that a sole owner may make application for permit, supervise and/or do the work in connection with the construction, maintenance, repair, alteration and addition to a single family or duplex residence for his own occupancy and not intended for sale. No more than one permit shall be issued to an owner for the construction of a new single family or duplex residence in any (12) twelve month period.

RESPONSIBILITY TO OTHERS - I will be responsible for all work done by a day labor employee, that all contractors employed will be licensed and insured contractors and that the hiring of unlicensed contractors will be subject to a fine of \$500.00 and/or imprisonment for (6) six months.

INSURANCE REQUIRED - I am aware that if my labor employees cause any damage to persons or property, or if any are injured on the job, that I am liable for expenses incurred and that my home insurance policy does not cover such occurrences.

WITHHOLDING TAXES, ETC. - I am aware all tax laws pertaining to their employ of others and the responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes and Federal Income Taxes for the wages of employees working for me and that all taxes collected must be returned to the proper agencies.

COMPLIANCE WITH SOUTH FLORIDA BUILDING CODE - I am aware of the required inspections and the procedures for such inspection request, that is issuance of final inspections and Certificate of Occupancy will depend on having complied with the SFBC and other City requirements.

ADDITIONAL PERMITS - Additional permits are required for Electrical, Plumbing, Roofing, Alarms, Pool and others.

I do hereby certify that I am the owner of property legally dedicated as

_____ and that I have read and understood the foregoing paragraphs instructions and am aware of my responsibilities and liabilities under my application for a building permit for the construction work described I further understand that failure to comply with the SFBC requirements may result in revocation of the building permit and/or the denial of the permit. All statements contained herein are true and correct.

SIGNATURE OF OWNER

SIGNATURE OF BLDG. CONTRACTOR

Sworn and subscribed before me this _____ day of _____, 20 _____

Signature & Print, Type, or Stamp Name of Notary Public

___ Personally known to me or,

___ Produced I.D.: _____



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Building Department

Preliminary Application Information

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016

Telephone (305) 558-4114 Facsimile (305) 698-7236

Notice: To All Building Permit Applicants Requirements for Residential & Commercial Permits

Preliminary Application Information

PLEASE PROVIDE THE FOLLOWING:

- A. Proof of ownership warranty deed, closing statement, tax bill, a letter of consent from the owner of the property notarized.**
- B. Building permit application must be filled out completely. Owners must sign Application. (All signatures need to be NOTARIZED).**
- C. Contractors proof of:
 - 1. License and registration with Dade County and the State of Florida.**
 - 2. Insurance certificate addressed to the City of Hialeah Gardens showing expiration date (must be original).**
 - 3. Pay a non-refundable yearly Administration fee of \$25.00 to meet our city records.****
- D. All survey must be certified and less than six months old.**
- E. You may be required to obtain other approvals such as but not limited to DERM, FIRE, PUBLIC WORKS, PLANNING, DCF AND OTHERS.**

Commercial Buildings, apartment building & townhouse projects require prior approvals from Miami Dade County FIRE & DERM, before any processing and or permitting procedures and done in our building department.

- F. Proof of payments of impact fees such as ROAD, FIRE, W & S, MIAMI DADE WASA, PARK TRUST FUND, PUBLIC SAFETY IMPACT FEE, & EDUCATIONAL IMPACT FEE (MIAMI DADE IMPACT FEES).**
- G. Condo, townhouses or other developments where a homeowner association Exists, a letter of approval describing the work allowed from the association is required.**
- H. Copy of a certified Notice of Commencement must be submitted from jobs With an estimated cost of \$2500 or more, before a building permit is issued.**



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Notice: To All Building Permit Applicants Requirements for Residential & Commercial Permits

Specification Permit Application Requirements and Plans Processing

PROJECT TYPE	REQUIREMENTS (TWO SETS OF PLANS)
_ 1. FENCES & WALLS	SURVEY, PLANS, CONSTRUCTION DETAILS TO SCALE = 3/4" = 1'-0". LETTERS OF RELEASE FROM ALL UTILITIES. HOLD HARMLESS LETTER SIGNED & NOTARIZED BY OWNER ADDRESSED TO THE CITY. ZONING & BUILDING REVIEW.
_ 2. POOLS & SPAS	SURVEY, SITE PLAN COMPLETE POOL OR SPA PLANS DEPICTING STRUCTURAL, ELECTRICAL & OTHER FEATURES. SIGNED & SEALED BY ARCHITECT OR STRUCTURAL ENG. ZONING, ELECTRICAL, & PLUMBING REVIEWS.
_ 3. WINDOW & DOOR	SHOP DRAWINGS OR CONTRACT WITH INSTALLER OR KNOW WINDOW MANUFACTURER NAME. PROVIDE DADE COUNTY CODE COMPLIANCE. STRUCTURAL, ZONING & BUILDING REVIEW. PROVIDE PLANS IDENTIFIED BY PRODUCT CONTROL NO. MULLIONS IDENTIFIED BY PRODUCT CONTROL NO., SHOW ALL WIND PRESSURES. (AS PER MEMO)
_ 4. DECKS & PATIOS	SURVEY, SITE PLAN FOUNDATION & FRAMING PLAN IF WOOD.
_ 5. SCREEN ENCLOSURES HURRICANE SHUTTERS	DADE COUNTY PRODUCT CONTROL APPROVAL, SURVEY, SITE PLAN DRAWINGS & DETAILS SIGNED & SEALED BY ARCHITECT OR STRUCTURAL ENGINEER. BUILDING & ZONING DEPARTMENT REVIEW.
_ 6. PRE-FAB SHEDS OPEN TERRACE SHEDS, GAZEBOS, CHICKEES	SURVEY, SITE PLAN FOUNDATION PLAN TYPICAL SECT. ELEVATIONS. DADE COUNTY PRODUCT APPROVAL. BUILDING AND ZONING DEPARTMENT'S REVIEW.
_ 7. CARPORTS, GARAGE, ROOM ENCLOSURES CABANAS	SURVEY, SITE PLAN FOUNDATION PLAN TYPICAL SECT. ARCHITECTURAL PLANS & ELEVATIONS. BUILDING & DEPARTMENT'S REVIEW.
_ 8. REPAIRS IN EXCESS OF \$100.00	NO PLANS REQUIRED EXCEPT WHEN STRUCTURAL OR DUE TO FIRE DAMAGE. PROVIDE COST ESTIMATE ITEMIZED.
_ 9. INTERIOR	FLOOR PLAN, CROSS SECTION FOUNDATION PLAN IF

ALTERATIONS	APPLICABLE FOR EQUIPMENT ETC.ELECTRICAL, PLUMBING, MECHANICAL PLANS REQUIRED WHERE APPLICABLE.
_ 10. ADDITONS, BARNS STABLES, STORAGE FACILITIES	SURVEY, SITE PLAN, FLOOR PLAN, CROSS SEC., ELEVATIONS, INDIVIDUAL PLAN & DETAILS FOR ALL DIVISIONS STRUCTURAL CALCULATIONS.
_ 11. PAVING	SITE PLAN, PLANS WITH DETAILS FOR DRAINAGE AND ELEVATIONS. PUBLIC WORKS DEPARTMENT REVIEW & PERMIT. PUBLIC WORKS REQUIREMENTS.
_ 12. DRAINAGE WELL	TWO SIGNED & SEALED COPIES OF RECENT SURVEY WITH ELEVATIONS AT REAR OF PROPERTY. MID-POINT ON SIDE, BACK OF SIDEWALK, AND PROPERTY LINES PROJECTED ONTO THE CENTER.LINE OF THE STREET. IF PROPOSED DRAINAGE REQUIRES A DRILL RIG, MAKE SURE PROPOSED LOCATION ALLOWS ROOM FOR SAID RIG. NOTE LOCATION ON SURVEY. DRAINAGE WELL SPECIFICATIONS . *
_ 13. RETENTION SWALE	TWO SIGNED & SEALED COPIES OF RECENT SURVEY WITH ELEVATIONS AT REAR OF PROPERTY, MID-POINT ON SIDE, BACK OF SIDEWALK, AND PROPERTY LINES PROJECTED ONTO THE CENTERLINE OF THE STREET. RETENTION SWALE SPECS/DETAIL. *
_ 14. IRON BARS	SKETCHES & DETAILS FOR WINDOW, DOORS SHOWING ESCAPE ATTACHMENTS. *
_ 15. NEW CONSTRUCTION	SURVEY, SITE, FLOOR, FOUNDATION PLANS, ARCHITECTURAL AND STRUCTURAL SECTIONS ELEVATIONS, WINDOW & DOOR SCHEDULES, INTERIOR BATHROOMS & KITCHEN ELEVATIONS STRUCTURAL FRAMING PLAN, ARCHITECTURAL & STRUCTURAL SPEC. ELECTRICAL PLANS, RISERS AND LOAD CALC., A/C PLANS, FAN COIL, AND CONDENSING UNIT SPEC., PLUMBING RISER, ENERGY CALCS. STRUCTURAL CALCS.
_ 16. SATELLITE DISH	SURVEY, DETAILED BLUE PRINTS, CERTIFIED BY MANUFACTURER ENGINEER MUST COMPLY WITH ORD. 90-11.
_ 17. SLAB & DRIVEWAYS	SURVEY, SITE PLAN FOUNDATION DETAILS. * ZERO-LOT-LINE MUST COMPLY WITH ORD. 93-14, 95-17
_ 18. LOT CLEARING	COMPLY WITH ORD. 94-20 (MAY REQUIRE D.E.R.M. APPROVAL)
_ 19. FILL	SURVEY MUST COMPLY WITH CHAPTER 58, ORD. 93-12 PUBLIC WORKS PERMIT.
_ 20. INTERIOR & EXTERIOR	SIGN DETAILS WITH DIMENSION, ORDINANCE NO. OR SIGNS VARIANCE NO. (IF APPLICABLE) MUST COMPLY WITH CHAPTER 82.

*MAY BE PROVIDED BY THE BUILDING DEPARTMENT (TYPICAL SKETCH



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For Applicants & Property Owners with pending Building Department Violations

Building Department Requirements

OPTIONS

1. **Apply for a building permit and submit the following documentations**
 - A. As built survey of property.
 - B. Submit the necessary working drawings for all work performed without required building permits. (Two sets)
 - C. Submit letter certifying the work signed and sealed by a registered architect or engineer.
 - D. Obtain demolition permit; if zero-lot-line must comply with Ordinances 93-14 and 95-71.
 - E. Retention swale (drainage) may be required.
2. **Apply for demolition permit, remove all new construction built without the required permit and request all the required inspections.**
3. **Obtain a variance; if new construction encroaches the minimum required Set-back or if work exceeds the permitted lot coverage.**