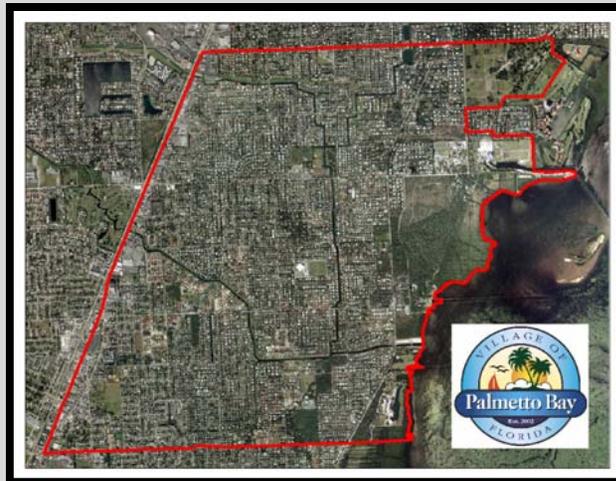


# Mission Statement

The mission of the building clerks, inspectors and plan reviewers is to protect the health, safety and welfare of the citizens of the Village of Palmetto Bay by faithfully upholding Federal, State, County, and City laws, regulations and ordinances to ensure the highest built environment for our jurisdiction.



*house under construction*



## Palmetto Bay Boundary

Village of Palmetto Bay  
Building Division  
Department of Planning, Zoning  
and Building Services

8950 S.W. 152nd. Street  
Palmetto Bay, Florida 33157

Phone: 305-259-1250  
Fax: 305-259-1290

Village of Palmetto Bay

Building Division



*Permit  
Information  
Guide  
12/2007*



# Permitting Process

By using this brochure you have already taken the first step toward protecting the outcome and investment that your construction represents. The following information describes what



is necessary in order to obtain a building permit. You will be surprised how easy the whole process can be.

The truth is, a building permit is very beneficial to you and our community. By working with the Building Division, you will benefit from our knowledge of building codes to ensure your construction project is built right, will be safe and will last.

A building permit is your legal permission to start construction of a building project in accordance with approved drawings and specifications. According to the Florida Building Code all projects require a permit regardless of the cost or size.

Remember, with a building permit and its required inspections, you minimize the potential hazards of unsafe construction ensuring public health, safety, and welfare for not only yourself but also for the community in which we live.

## Required Items at Submittal

- Building Permit Application
- Drawings dimensioned and drawn to scale by a registered architect or engineer
- Legal description of property
- Survey less than one year old
- Energy calculations
- Landscape plans
- Owner/builder declaration
- Structural Calculations

## Review Procedures for Submittals

Once the plans have been submitted, the Village reviews the plans for compliance with the Florida Building Code, and applicable Zoning Codes. We strive to have all reviews completed within ten working days. We will



call the contact person as described in the application for them to come and get the correction required comments and plans or to start the approval process if everything was deemed in compliance. The plans may have other outside agency reviews required prior to the issuance of a permit. Please talk to a permit clerk for further information.

If the plans require additional information and or clarifications, once the architect/engineer of record has addressed these issues and has hi-lighted the corrections then the plans must be resubmitted again for a second review. Once the review process and all outside agencies have

signed off as approved, the building division will fee the permit and issue the building permit. This permit is your approval stating that the contemplated construction as shown on the drawings meets all current codes. Remember that fees are assessed as per our fee ordinance which can be reviewed online at [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov).

## Inspection Request



## Procedures

Once a permit has been issued, you must schedule periodic inspections throughout the construction process. These inspections can be scheduled via phone line by calling 305-259-1253, via e-mail to [building@palmettobay-fl.gov](mailto:building@palmettobay-fl.gov), or by fax to (305) 259-1291. If the inspection request is made prior to 3:00 p.m., the inspection is scheduled for the next business day between 8:00 a.m. to 4:30 p.m. Please ensure that your inspection can be performed by having both your permit card and approved plans readily available at the job site.