



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 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 \_\_\_\_\_  
 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   |
| <input type="checkbox"/> CONCURRENCY<br>(New Construction)                            | <input type="checkbox"/> SCHOOL REVIEW<br>(New Construction)                      | <input type="checkbox"/> Current liability ins.   |
| <input type="checkbox"/> PROOF OF OWNERSHIP<br>(Attached)                             | <input type="checkbox"/> DERM REVIEW<br>(New Construction/Additions/Tree Removal) | <input type="checkbox"/> Worker's Comp.   |
| <input type="checkbox"/> CONDO ASSOCIATION APPROVAL                                   | <input type="checkbox"/> PUBLIC WORKS   | <input type="checkbox"/> Cont. Lic. Check   |
| <input type="checkbox"/> UPFRONT FEES AMOUNT: _____                                   |   | <input type="checkbox"/> OTHER<br>(Specify and Attach)  |
|   |   | <input type="checkbox"/> FLORIDA DEPARTMENT OF<br>BUSINESS AND<br>PROFESSIONAL REGULATION<br>APPROVAL (RESTAURANTS) |

### PERMIT FEES (OFFICE USE ONLY)

Scanning Fees		Art in Public Places	
Scanning Fees		Certificate of Use and Occupancy	
Village of Palmetto Bay Permit Fees		Concurrency Fee	
Miami-Dade County Fees (sq. ft. x \$65/1000x0.60)		Technology Fee	
		Zoning Inspection Fee (50.00 per application)	
Radon-Inspector State Educational Fund and DCA State Fee		Administration Fee	
Code Enforcement Fine		Express Fee(25.00)	
Certificate of Completion		Public Works Fee	
Construction Sign Fee		Landscape Review Fee	
Roll-off Waste Container Fee (105.00 per container site)		Special Review Fee	
Rework Fee		Other	

**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