



CITY OF SUNNY ISLES BEACH
BUILDING DEPARTMENT
18070 COLLINS AVENUE
SUNNY ISLES BEACH, FL 33160

(305) 947-2150
(305) 792-1567 FAX
WWW.SIBFL.NET

CHECK LIST OF REQUIRED DOCUMENTS FOR PERMIT APPLICATION PROCESSING

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

ALL CONTRACTORS' LICENSING INFORMATION AND INSURANCES (i.e. Worker's Comp., Liability) MUST BE SUBMITTED AND MUST BE CURRENT AT THE TIME OF APPLICATION SUBMISSION.

PLEASE ASK CLERK TO VERIFY THAT YOUR COMPANY'S INFORMATION IS CURRENT WITH THE CITY. SPEAK WITH A CLERK IF YOU HAVE ANY QUESTIONS CONCERNING PERMIT PROCESSING AS WE CANNOT MAKE ANY EXCEPTIONS TO THE DOCUMENTS THAT THE DEPARTMENT REQUIRES.

INSTRUCTIONS FOR PERMIT CLERK: Please review this checklist with applicant and explain application's procedures. Applicant must sign and date this page*. (*Applicant's signature does not imply acceptance but rather that Applicant has been advised of these requirements.)

- All Building Department Permit Applications must be originals fully completed, signed **and** notarized by the owner of the property **and** the qualifier of the company (contractor).
- All improvements exceeding \$2,500 or more (Mechanical - \$5,000 or more) require a Notice of Commencement to be filed with the County Recorder's Office prior to receiving a permit and must be posted at the job site at the time of the first inspection. Notices may be filed at the Miami Dade County Recorder located at 22 NW 1 Street. For more information or for their hours, please call (305) 275-1155.
- UP-FRONT PROCESSING FEE:** An upfront processing fee of \$50.00 dollars will be collected at the time of application. This amount is non refundable but shall be credited towards the final master permit fee. (The up-front fee for New Construction will be calculated by the High-Rise Division.)
- HOMEOWNERS:** Proof of ownership is required with all applications. We will only accept the following proofs of ownership: *Deed, Closing Statement, a tax bill, and/or the Corporation's Annual Report.*
- CONTRACT DOCUMENT:** The contract document signed by the owner and the contractor must be submitted at the time of application.
- IF YOU LIVE IN A CONDOMINIUM,** you must provide us with a signed letter from the Condominium Association stating that they are aware that work is going to be performed in you unit.
- CONTRACTORS:** Proof of insurances and licenses must be submitted at the time Permit Application is tendered.
- Each trade fee sheet(s) (Electrical, Mechanical, and Plumbing) must be signed and completed by qualifier of the company (contractor). Make sure that the current version of the fee sheet is signed. We will not accept old versions.
- If applicable to the type of improvement, two (2) sets of plans approved by DERM and Fire, must accompany the Permit Application (check with Building Department).
- If more than one (1) trade is involved, all trade Permit Applications must be brought in at the same time.

Date: _____

Applicant sign and print name

PLEASE NOTE: IN AN EFFORT TO KEEP THIS APPLICATION PACKAGE AT A MINIMUM AND DUE TO THE VARIETY OF JOBS, ALL REQUIRED DOCUMENTS MAY NOT APPEAR ON THIS CHECKLIST. ADDITIONAL DOCUMENTS MAY BE REQUESTED UPON RECEIPT AND/OR REVIEW OF PERMIT APPLICATION. DERM & FIRE DEPT APPROVAL, WHEN APPLICABLE, MAY BE REQUIRED. THANK YOU FOR YOUR UNDERSTANDING.

TILE INSTALLATION & OTHER FLOORING PERMIT REQUIREMENTS*

- Condominium Association's approval letter (an original letter on the Association's letterhead which is dated and signed by the Board.)
- Two (2) copies of the unit's floor plan (a copy may be obtained from your association)
- Two (2) copies of Sound control specifications for material and thickness to be used (check condo. association for minimum thickness requirement) – Material must comply with Sections 1207.2 and 1207.3 of the Florida Building Code.
- Doors: If any door will be cut at the time of installation, the Building Department must be notified.
- Balcony Tiling: An engineer's letter indicating that the height of the safe guard in relation to the finished floor, after work is completed, will meet the Florida Building Code requirement. For Cantilevered balconies an engineer's letter indicating that the weight of the tile or replacement tile on an existing building will not exceed the design load of the balcony slab. Only original letters signed by an engineer and stamped with an engineer's seal will be accepted. NO EXCEPTIONS.
- Balconies Waterproofing: A separate Waterproofing permit is required. Contractor must be an approved applicator of the waterproofing material to be used and must submit a letter from the waterproofing company stating this approval. An approved waterproofing material is required. Two (2) copies of the Notice of Acceptance shall be attached to permit plans/documents. Information about approved products and approved laboratories can be found at www.co.miami-dade.fl.us/buildingcode/. Waterproofing inspection is required.
- Bathrooms/Lavatories/Laundry Rooms/Vanity sink areas: Plumbing Permit required.

**IMPORTANT: As of August 24th, 2004, condominium owners will not be issued permits for any style of tiling, marble, or any other flooring without a licensed and registered contractor. No owner/builder permits will be issued.*

STORM SHUTTER, WINDOW & DOOR PERMIT REQUIREMENTS:

- Condominium Association's approval letter (an original letter on the Association's letterhead which is dated and signed by the Board.)
- Two (2) copies of the product's Miami-Dade County Product Control approval (N.O.A.) (may be obtained from manufacturer, contractor or Miami-Dade County)
- Shutter Product Approval Authorization Form from Shutter Company, must be signed and sealed. (2 Copies)
- Two (2) signed and sealed copies of calculations for site specific wind pressure prepared by a Structural Engineer or Registered Architect must accompany the permit application.
- Permit Application must specify number of units being installed.
- SIB's Building Department Structural Plans Examiner review/approval is required.

FENCE PERMIT REQUIREMENTS:

- Two (2) copies of the site plan AND a recent survey (the location of the fence should be reflected on the site plan.)
- Fence specifications (i.e. type and height) must be indicated on the permit application.

- Property owner and contractor must comply with City of Sunny Isles Beach Ordinance 2001-125 for vacant properties if fence is to enclose a vacant property.
- If the fence is a solid fence, two copies of signed and sealed wind load calculations prepared by a Structural Engineer or Registered Architect must accompany the permit application.

ASPHALT, DRIVEWAY & SIDEWALK PERMIT REQUIREMENT:

- Two (2) sets of drawings showing location of the driveway, drainage and work specifications (i.e. materials to be used).
- Two (2) sets of a recent survey.

PATIO DECK PERMIT REQUIREMENT:

- Two (2) sets of drawings showing location of the deck and deck specifications.

EXTERIOR PAINTING PERMIT REQUIREMENTS:

- Color sample for exterior paint needs to be submitted for approval.
(WARNING: do not purchase paint until approved by Zoning Department)
- Owner's Affidavit and Hold Harmless Affidavit is required.

POOL PERMIT REQUIREMENTS:

- Building, Plumbing, Electrical, and Mechanical permits are required for pools
- Two (2) copies of a recent survey, site plans and pool plans
- Fence permit is also required
- The County's Health Department is to be notified in writing of proposed resurfacing work by contractor. A copy of this letter must be submitted to the Building Department at the time of application.

NEW CONSTRUCTION / INTERIOR REMODELING (SINGLE FAMILY or MULTIPLE FAMILY USES):

- Two (2) complete sets of signed and sealed plans.
- Plans **must** be reviewed and approved by W.A.S.D.*, City of North Miami Beach Water Department*, DERM (Department of Environmental Resource Management), Miami-Dade County and the Fire Department. (Fire Department review is not required on single family use.)

*Review by these agencies applies to new construction or additions only.
- Two (2) signed and sealed copies of the property's spot survey and proposed elevation certificate. (For new construction only)
- A master Building Application must be accompanied by sub-permit applications with the corresponding fee sheets. The plans will be reviewed and comments will be made for correction if needed.
- An up-front fee has to be paid at the time of permit submittal. The up-front fee is calculated based on the square footage & value of the work. The fee will be credited to the permit fee when the permit is issued.

- ❑ A Contractor Registration, State or County License's Copy, Occupational License, Liability and Workers Comp Insurance with City of Sunny Isles Beach as the certificate holder must be presented. Also a copy of the qualifiers or owners' driver's license for each company.
- ❑ Pre-submittal review or "dry runs": There is a charge for this service. We require only one (1) set of pre-submittal plans.

ATTENTION OWNER-BUILDERS:

- ❑ Owner-Builder Disclosure Statement must be completed, signed, notarized and provided at the time of permit application submission.
- ❑ Hold Harmless Affidavit must be completed, signed, notarized and provided at the time of permit application submission.
- ❑ If two or more trades are involved for a specific job, you are required to hire a general contractor.
- ❑ If two or more trades are involved for a specific job, you are required to obtain a Certificate of Completion from the Building Department after all work has been completed and final inspections have been performed.

DEMOLITIONS: SEE DEMOLITION REQUIREMENTS FORM FOR SPECIFIC INSTRUCTIONS.

NOTICE TO CONTRACTORS / OWNER

- ❑ Starting Monday, March 24, 2008, all permit applications must be submitted with the contract document signed by the homeowner and the contractor. (Except for renewals or minor revision that do not encompass additional work)
- ❑ The forms of payment accepted by the Building Department are checks or money orders **ONLY**. Credit Cards and/or cash are **NOT** accepted.
- ❑ Checks for payment will only be accepted from the contractor's company listed on the application, the homeowner, or the permit runner's company, if authorized by the contractor. No personal checks or checks from companies not listed on the application will be accepted.
- ❑ Effective immediately, all remodeling permits in condominium buildings must go thru DERM and Fire before being submitted to the City of Sunny Isles Beach Building Department.
- ❑ It is the responsibility of the contractor to call for inspections and to arrange for the property to be accessible at the time of the scheduled inspection. A **\$75.00** Re-inspection fee (payable prior to re-inspection request) will be charged every time the inspector has no access to the property in question.
- ❑ Please be advised that the cut off time for inspection cancellation is 8:00 a.m. Those inspections cancelled after 8:00 a.m. will incur a **\$75.00** re-inspection fee.
- ❑ When a permit application includes two or more permits or trades, it is required for the contractor or homeowner to apply for and obtain a certificate of completion from the Building Department, after all work has been finished and final inspections have been performed.



PERMIT APPLICATION

**City of Sunny Isles Beach
Building Department**
18070 Collins Avenue
Sunny Isles Beach, FL 33160
Telephone: (305) 947-2150 • Fax: (305) 947-5107

OFFICE USE ONLY	
<input type="checkbox"/> Master	<input type="checkbox"/> Sub
Process No. _____	
Date Submitted _____	
Type Code _____	
Permit Clerk _____	

Location of Improvements

Owner Information

Job Address		Name	
Folio Number	Master Permit No.	Address	
Lot	Block	Telephone Number	Fax Number
Current Use of Property	Proposed Use Of Property	Proposed Use of Property	

Contractor Information

Company Name	Qualifiers' Name	Complete Address	
License Number	E-Mail Address	Phone Number	Fax Number

Type of Improvement

Description of Work **(BE SPECIFIC)**

Zoning Designation	Value of all Work	Type of Construction:	No. of Units	Group Occ.
Square Feet	Linear Feet	Gallons	No. of Floors	Bldg. Height

Check all the items below that apply (PERMIT WILL COVER CHECKED ITEMS ONLY)

				Permit Type	Change to Existing Permit
<input type="checkbox"/> New Construction on Vacant Land	<input type="checkbox"/> Screen Enclosure	<input type="checkbox"/> Shell Only	<input type="checkbox"/> Signs	<input type="checkbox"/> Building	<input type="checkbox"/> Change Contractor
<input type="checkbox"/> Alteration, Interior	<input type="checkbox"/> Repair	<input type="checkbox"/> Addition Attached	<input type="checkbox"/> Roofing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Revision
<input type="checkbox"/> Alteration, Exterior	<input type="checkbox"/> Demolition	<input type="checkbox"/> Addition Detached	<input type="checkbox"/> Swimming Pool/Spa	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Extension
<input type="checkbox"/> Emergency Generator:	<input type="checkbox"/> Shed/Prefab	<input type="checkbox"/> Awning/Canopy	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Upgrade
	<input type="checkbox"/> Seawall	<input type="checkbox"/> Fencing	<input type="checkbox"/> Doors and Windows	<input type="checkbox"/> Public Works	<input type="checkbox"/> Supplement
			<input type="checkbox"/> Shop Drawing	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Re-inspection
					<input type="checkbox"/> Permit Renewal

Architect/ Engineer Information

Flood Criteria

Name	Flood Zone	F.B.E.	Panel	Map No.	Date
Address	Improvement Ratio		Zip		
Telephone ()	Fax ()	Certification No.			

Affidavits – Please read carefully

Warning to Owner: Your failure to record a NOTICE OF COMMENCEMENT may result in you paying twice for improvements to your property. If you are spending more than \$2,500 or intend to obtain financing, you may wish to consult with your attorney or lender before recording your NOTICE OF COMMENCEMENT. The NOTICE OF COMMENCEMENT must be recorded at: Miami-Dade County, 44 West Flagler Street, 8th Floor, Miami; (305) 372-7777. Once recorded, the NOTICE OF COMMENCEMENT must be posted at the Job Site in accordance with Section 713.35 of Florida Statutes. **Reminder:** Failure to comply with this mechanics lien law can result in the property owner paying twice for the building improvements.

Owner's Affidavit: I, the owner of the property, have disclosed all information regarding any work at the property performed in the prior 12 months to the Building Official. I understand that if the cumulative cost of the work to my home or business under this and any other permit meets the following criteria:

- equals or exceeds 50% of the fair market value of the structure, the entire structure must meet the present federal flood criteria for finished floor elevation.
- equals or exceeds 50% of the replacement cost of the structure, then the entire structure must conform to the current code requirements of the Florida Building Code.

I certify that all of the foregoing information is accurate and that all work will be done in compliance with the applicable laws regulating construction and zoning. I certify that I am the owner of the property described in this application and that the qualifier for the contracting firm listed on this form is authorized to act as my agent to obtain a building permit for the work described herein.

Qualifier's Affidavit: Application is hereby made to obtain a permit to do work and installation as indicated on this form. 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, POOL, EXTERIOR DOOR, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING and SIGNS WORK; and that additional permits may be required by other governmental agencies.

Notarized Signature of Property Owner or Authorized Agent		Notarized Signature of Qualifier	
<input checked="" type="checkbox"/> Signature of Property Owner or Authorized Agent:		<input checked="" type="checkbox"/> Signature of Qualifier	
Date		Date	
Subscribed and Sworn before me this _____ day of _____ (year) _____ by _____		Subscribed and Sworn before me this _____ day of _____ (year) _____ by _____	
Check one: <input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification		Check one: <input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification	
Type of Identification (if any) _____		Type of Identification (if any) _____	
Notary Public	Notary Stamp	Notary Public	Notary Stamp
My Commission Expires		My Commission Expires	



City of Sunny Isles Beach Building Department

CONSTRUCTION LIEN LAW FOR OWNERS

NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.

WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$2,500.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$5000.00 in value. This notice must be signed by you, the property owner. Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

YOU MUST FILE A NOTICE OF COMMENCEMENT

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent. The Notice of Commencement form, provided with this information packet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded. If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded. You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE

By law, the Building Department is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1)(d)).

NOTICE TO OWNER FROM SUB CONTRACTORS AND SUPPLIERS

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

RELEASE FROM LIEN FROM CONTRACTOR

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the

subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor. If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney. The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

Documents are recorded at the Clerk of the Courts, MIAMI-DADE COUNTY RECORDER, COURTHOUSE EAST, 22 N.W. First Street, 1st Floor, Miami, FL 33128.

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose the recording fee (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on fees and recording documents call (305) 275-1155.

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA:
COUNTY OF MIAMI-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.

Space above reserved for use of recording office

1. Legal description of property and street/address: _____

2. Description of improvement: _____

3. Owner(s) name and address: _____

Interest in property: _____

Name and address of fee simple titleholder: _____

4. Contractor's name, address and phone number: _____

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

Name, address and phone number: _____

Amount of bond \$ _____

6. Lender's name and address: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by

Section 713.13(1)(a)7., Florida Statutes,

Name, address and phone number: _____

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section

713.13(1)(b), Florida Statutes.

Name, address and phone number: _____

9. Expiration date of this Notice of Commencement: _____

(the expiration date is 1 year from the date of recording unless a different date is specified)

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/Manager

Prepared By _____ Prepared By _____

Print Name _____ Print Name _____

Title/Office _____ Title/Office _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this _____ day of _____.

By _____

Individually, or as _____ for _____

Personally known, or produced the following type of identification: _____

Signature of Notary Public: _____

Print Name: _____

(SEAL)

VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true, to the best of my knowledge and belief.

Signature(s) of Owner(s) or Owner(s)'s Authorized Officer/Director/Partner/Manager who signed above:

By _____ By _____



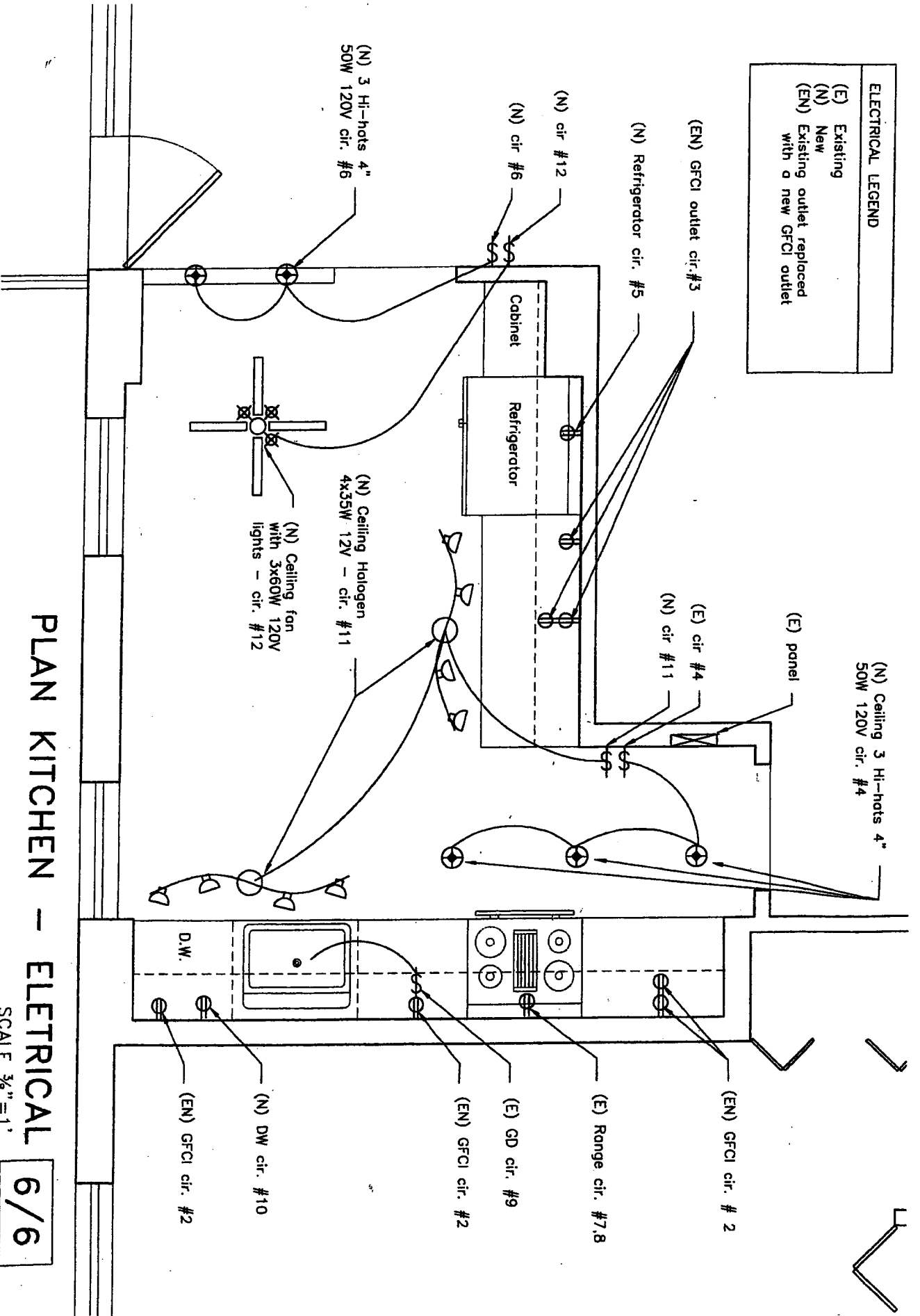
City of Sunny Isles Beach
Building Department
18070 Collins Avenue
Sunny Isles Beach, FL 33160
Phone 305-947-2150 Fax: 305-947-5107

ELECTRICAL REMODELING NOTES

- For kitchen cabinet replacement, please submit Two (2) copies of a floor plan showing all devices new (N) and existing (E), GFI's, etc. Spacing shall comply with NEC 210-52 C (See *attached Example*)
- Plans shall be signed and dated by a Florida Licensed Professional Engineer or a licensed Master Electrician (License number must be included.)
- If electrical work is needed in order to bring existing condition into compliance with current NEC requirements, then an electrical permit application must be submitted.

EXAMPLE

ELECTRICAL LEGEND	
(E)	Existing
(N)	New
(EN)	Existing outlet replaced with a new GFCI outlet



PLAN KITCHEN - ELECTRICAL

SCALE 3/8" = 1'

6/6