

BUILDING DEPARTMENT

TOWN OF MIAMI LAKES

Why do we need a permit?

- * This is a question many people may ask themselves when planning alterations to their home. A decision not to get a permit could be very costly. Some homeowners are finding when they try to sell or refinance their home, prospective buyers or lending institutions want proof that alterations are in compliance with local codes. Without a permit and inspection on record, there is no proof. The homeowner must then apply for a permit with no guarantee that the remodel will meet the codes, and they face the possibility that the remodel must be redone or removed. This is costly and frustrating and could cause delays in refinancing or a lost sale of their home.

Permit application

- * A permit application is required when submitting for a permit. It is available online and in our office.
- * The Permit Application needs to be filled out completely, signed and notarized by both the homeowner and contractor.

HOA AFFIDAVIT

- * This is a form informing the Homeowners that it is their responsibility to comply with any requirements of their Homeowners Association.
- * Whether you have an HOA or not this form needs to be signed and notarized by the homeowner.

Permit Application



6601 Main St • Miami Lakes, Florida, 33014
 Office: (305) 827-4015 • Fax: (305) 558-9884
 Website: www.miamilakes-fl.gov

BUILDING PERMIT APPLICATION

Job Address: _____
 Unit #: _____
 Folio #: 32- _____ Owner-Builder:

Master Permit #: _____ Sub Permit #: _____ Revision #: _____

OWNER INFORMATION	NAME :	LEGAL USE/WORK	Current Use of Property: _____
	Address:		Job Description _____
	City, State, Zip		_____
	Phone #: _____ Cell #: _____		JOB COST \$ _____ AREA/LENGTH: _____ SF/LF
	Email Address: _____		Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/>
CONTRACTOR INFORMATION	Company Name:	ARCHITECT/ENGINEER	Code in Effect: _____
	Qualifier Name:		Occupancy: _____
	License #		Construction Type: _____
	Address		Flood Zone/B.F.E.: _____ F.F.E.: _____
	City, State, Zip		Firm Name: _____
Phone #: _____ Cell #: _____	A/E of record: _____	License #	_____
Email Address: _____	Address	Address	_____
	City, State, Zip	City, State, Zip	_____
	Phone #: _____ Cell #: _____	Phone #: _____ Cell #: _____	_____
	Email Address: _____	Email Address: _____	_____

Permit Type -- Check only One

Building Electrical Mechanical Plumbing/Gas
 Paving/Drainage Sign Roofing P/W

Change to Permit -- Check only One

Extension Renewal Revision
 Change Contractor Shop Drawing Cancellation

Application is hereby made to obtain a permit to do 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 WORK, MECHANICAL, PLUMBING, SIGNS, WELLS, POOLS, RE-ROOFING, SHUTTERS, WINDOWS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc. I understand that in signing this application I am responsible for the supervision and completion of the construction including scheduling of inspections and obtaining final inspections in accordance with the plans and specification **WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY OR LENDER BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.** OWNER/CONTRACTOR AFFIDAVIT: I 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.

X _____ X _____
 Signature of Owner or Owner's Agent Date Signature of Qualifier Date

Print Name of Owner or Owner's Agent _____ Print Name of Qualifier _____

STATE OF _____ COUNTY OF _____ STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ 20____ Sworn to and subscribed before me this _____ 20____
 by _____ (SEAL) by _____ (SEAL)

Personally known or I.D. _____ Personally known or I.D. _____

NOTICE: In addition to the requirements of this permit, there may be additional deed restrictions enforced by the homeowner's associations that may be applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

NOTE: This application will be void if there are no reviews after six (6) months.

HOA Affidavit



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HOMEOWNER'S ASSOCIATION/ARCHITECTURAL CONTROL COMMITTEE ("HOA/ACC") AFFIDAVIT

****NOTE: Whether you have an HOA or not, it is a requirement to complete this affidavit as part of your permit application submittal package.****

The undersigned individual, being duly sworn, deposes and says that:

1. He/She is the owner of property located at _____ (identify address), which is part of the _____ (identify neighborhood/subdivision/Homeowner Association "HOA"/Architectural Control Committee "ACC" if applicable) and has submitted the attached building permit application to the Town of Miami Lakes; and
2. He/She is owner of property which may be subject to certain conditions and deed restrictions; and
3. He/She is fully informed regarding any applicable deed restrictions and HOA/ACC requirements for building on or making changes to their property; and
4. He/She is aware that the Town recommends, although not required, that the he/she secure any required approvals from their HOA/ACC, prior to submitting this building permit application; and
5. He/She acknowledges that the issuance of a building permit does not independently satisfy any applicable HOA/ACC approval requirements and that the Town does not enforce any deed restrictions upon said property.

Signature

Print Name

Date

STATE OF FLORIDA)
) SS:
COUNTY OF MIAMI-DADE)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ as owner of said property described herein, on this date executed the foregoing Affidavit for the purposes mentioned in the Affidavit. He/She is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 200__.

My Commission Expires:

Notary Public, State of Florida

***Note: Please be advised that in addition to any written recommendations from your homeowners association (HOA) this affidavit must be filled out.**

Owner/Builder

- * The law allows an individual to act as a Contractor and obtain permits as an Owner/Builder when it is your homestead. We verify this through the Property Appraisers office and a copy of the homeowners Drivers License that shows the property address.
- * Being a Owner/Builder brings all of the liability and responsibility onto the homeowner.

INSTRUCTIONS TO OWNER-BUILDER

If you are planning to submit a building permit application as an owner-builder, you should be advised of the following provisions and requirements that apply to owner-builders:

PROOF OF OWNERSHIP: Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Miami-Dade County tax receipt statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

RESPONSIBILITY: You will be responsible for all work done by your day labor employees, and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Any one contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of \$500 and/or imprisonment for six months.

EXPIRED PERMIT: Be advised that a permit is valid for 180 days from the date of issuance or from the last approved inspection. Failure to obtain all required inspections and close out a permit will result in violation of the Florida Building Code (FBC) which can lead to fines.

INSURANCE: Be advised that if your day labor employees cause any damage to persons or property, or if any of your day labor employees are injured on the job, you are liable. Your regular home insurance policy ordinarily DOES NOT cover this type of liability.

WITHHOLDING TAXES, etc: You should be advised to investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes and Federal Income Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agencies.

DISCLOSURE STATEMENT: State and county law requires construction or demolition to be done by licensed contractors. You have applied for a permit under an exemption to those laws. The exemption allows you, as the owner of the property, to act as your own contractor even though you do not have a license. You must supervise the construction or demolition yourself. You may build, improve or demolish a one-family or two-family residence. You may also maintain, alter or repair your own single family or duplex residence; or erect a one story building or addition of not more than 500 square feet for commercial or industrial use, or perform maintenance or repairs and non-structural alterations, not to exceed \$5,000 on any building which you own or lease. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within 2 years after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your construction or demolition must be done according to building codes and zoning regulations. It is your state law and by county or municipal licensing ordinances.

DEMOLITION WORK: In addition to meeting Florida Building Code requirements stated above, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical service, gas, telephone, cable TV, etc., PRIOR TO COMMENCING DEMOLITION. You are also required to obtain a permit from the State of Florida Department of Health and Rehabilitative Services in order to abandon any septic tank that is on the property. If you do not intend to do the work involved yourself, or with day labor, please list below, the name of the individual or firm with whom you have entered (or will enter) into a contract for the work.

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRICAL, SEPT TANK, PLUMBING, ROOFING AND MECHANICAL WORK.



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OWNER/BUILDER AFFIDAVIT

NAME OF OWNER/BUILDER: _____

LEGAL DESCRIPTION/ADDRESS: _____

Congratulations and good luck with your Owner/Builder project. Please feel free to call on us if the Building Department can be of assistance. This affidavit is designed to help you avoid some of the problems that Owner Builders often encounter. Please read and initial each of the following items.

I do hereby certify that, as Owner/Builder, I understand and acknowledge the following:

- _____ 1) I am personally responsible for knowledge of all applicable laws and regulations.
- _____ 2) I will personally reside in the house after completion and the issuance of a Certificate of Occupancy.
- _____ 3) Neither I, nor any member of my immediate household family, have made an application for, or have been issued either an Owner/Builder permit or a Certificate of Occupancy based upon an Owner/Builder permit (for a single family residence) within the past three (3) years.
- _____ 4) I will be on the premises either supervising or performing the actual work at all times. I will submit an accepted form of identification upon request by the Building Department's agent.
- _____ 5) I understand that if an inspection is not approved after three attempts, the Inspector may place a Stop Work Order on the job; and require that a licensed contractor complete the work.
- _____ 6) I understand that any person whom I may wish to hire to aid me in the construction of my home, except common laborers, must hold a valid Dade County Certificate of Competency or be a State license contractor. All employees hired by me shall be covered by Worker's Compensation Insurance. (Typically home-owner's insurance does not provide this coverage; please check with your insurance carrier)
- _____ 7) I understand all the requirements and responsibilities involved in obtaining an owner-builder permit.

I, have read and understood the foregoing disclosure, and am aware of my responsibilities and liabilities under my application for building/construction work on the above-described property. I further understand that failure to comply with all the required regulations may cause the revocation and/or denial of the permit and/or certificates of occupancy/completion.

X _____ Print Name _____
SIGNATURE OF OWNER

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me _____ 20____ By _____

Personally known _____ or I.D. _____ (Seal)

How to hire a contractor

- * Protect your safety and investments hire a licensed contractor.
- * Obtain references
- * Verify his/her license on the licensing entities website (State or County)
- * Call the Building Department, we cannot recommend but we can let you know if they are registered with us and in good standing

How do I obtain a Permit

- * Permit Application
- * HOA Affidavit
- * Owner/Builder
- * 2 copies Survey (if Required)
- * 2 copies Drawings
- * 2 copies Wind Load Calculations (if Required)

Permit Process

- * Once a permit has been submitted it is routed to the necessary reviewers. They review for compliance with our local Zoning Codes and the Florida Building Code.
- * After the permit application has gone through all the required reviews and the application is found to have deficiencies; the Building Department will contact you and/or the Contractor and inform them that corrections are needed. Once the corrections are submitted the required reviews are performed again.
- * After obtaining all of the required review approvals and all permit fees have been paid, a permit can be issued

Inspections

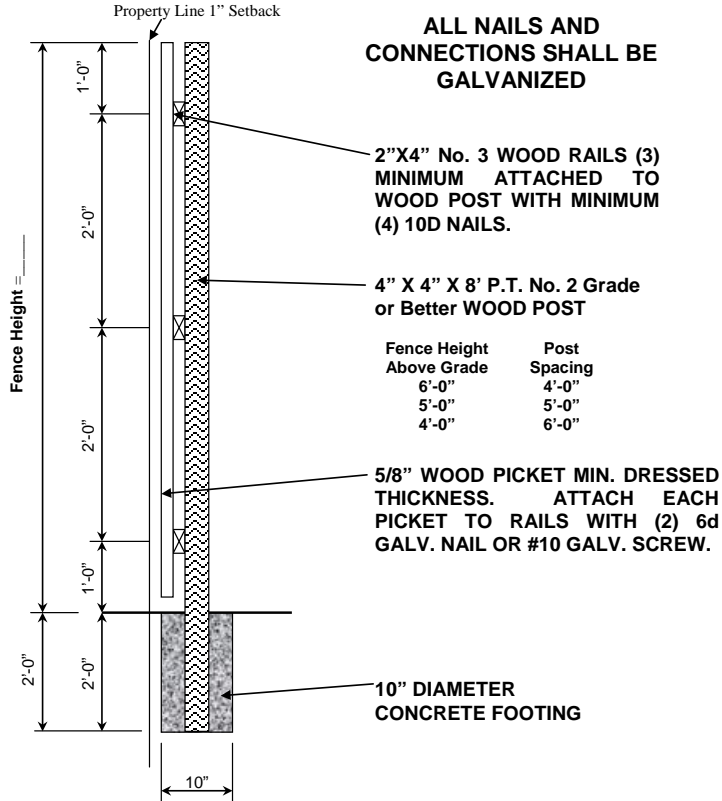
- * After a permit has been issued inspections are **required** for the work being performed.
- * Inspections are requested 24 hrs in advance, either via phone or on our website.
- * Permit have an expiration date. They are valid for 180 days after issuance and an additional 180 from each approved inspection. If a permit has been allowed to expire it must be renewed and paid for again

Fence

- * Permit Application
- * HOA Affidavit
- * Homeowner Association Letter if a Townhome
- * Owner/Builder (if Applicable)
- * 2 copies Survey – indicate location of fence
- * 2 copies Fence Detail

WOOD FENCE DESIGN DETAIL

N.T.S. (ACCORDING TO THE F.B.C. SECTION 2328 & F.B.C-R SECTION 4409.15)



*Sec. 5.9 Zoning Code. The framework or structural supports of a fence shall face the interior of the lot.

Pre-Fab Wood Fence Panels:

Pre-assembled wood fence panels sold in hardware stores are **not** covered by this detail. Applicant must obtain the *Notice of Acceptance Product Approval* from the store, submit it for permit and build the fence according to that document.

Notice to Properties with Pools:

If the fence is to meet the criteria as a **pool barrier**, the fence shall not be climbable and all rails must be placed facing the inside of the property. Pedestrian gates shall have self-closing and latching devices installed at a minimum of 54" above ground. For further details see Section 424 of FBC.

NOTICE: A MANDATORY FOOTING INSPECTION IS REQUIRED PRIOR TO POURING CONCRETE.



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BUILDING DEPARTMENT

CHAIN LINK FENCE

MUST CONFORM TO THE FOLLOWING TABLE

FBC 2224.1

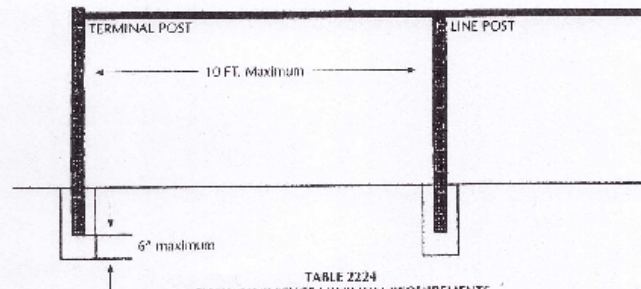


TABLE 2224
 CHAIN LINK FENCE MINIMUM REQUIREMENTS

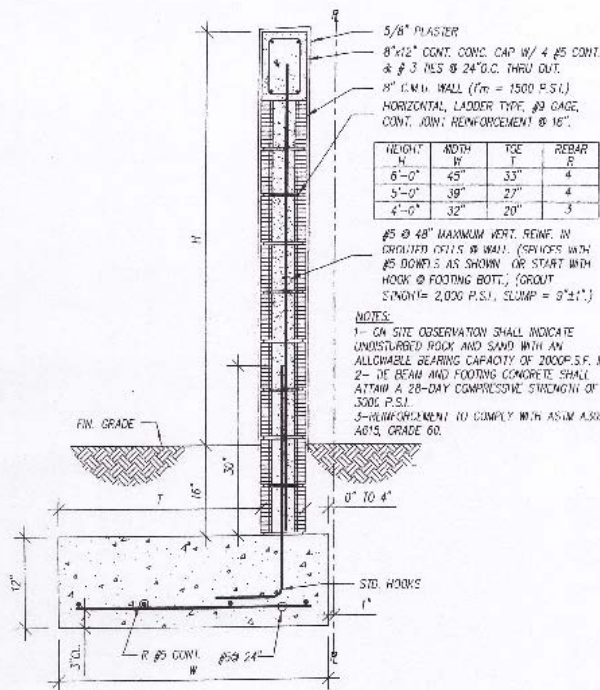
Fence Height (ft)	Terminal Post Dimensions (in inches) (o.d. x wall thickness)	Line Post Dimensions (in inches) (o.d. x wall thickness)	Terminal Post Concrete Foundation Size (diameter x depth) (in inches)	Line Post Concrete Foundation Size (diameter x depth) (in inches)
Up to 4	2" x 0.042	1 1/2" x 0.047	10 x 24	8 x 24
Over 4 to 5	2" x 0.047	1 1/2" x 0.055	10 x 24	8 x 24
Over 5 to 6	2" x 0.042	1 1/2" x 0.065	10 x 24	8 x 24
Over 6 to 8	2" x 0.110	2" x 0.095	10 x 36	10 x 36
Over 8 to 10	2" x 0.110	2" x 0.130	12 x 36	10 x 40
Over 10 to 12	2" x 0.160	2" x 0.120	12 x 42	12 x 42

For St: 1 inch = 25.4 mm.

Notes:

1. This Table is applicable only to fences with unrestricted airflow.
2. Fabric: 12 gage minimum.
3. Tens on Bands: Use one less than the height of the fence in feet evenly spaced.
4. Fabric Ties: Must be minimum the same gage of the fabric.
5. Fabric Tie Spacing on Top Rail: Five ties between posts, evenly spaced.
6. Fabric Tie Spacing on Line Posts: One less than height of the fence in feet, evenly spaced.
7. Either top rail or top tension wire shall be used.
8. Braces must be used at Terminal Posts if top tension wire is used instead of top Rail.
9. Post Spacing: 10 foot (3 m) on center maximum.
10. Posts shall be embedded to within 6 inch (152 mm) from the bottom of the foundation.
11. In order to follow the contour of the land, the bottom of the fence may clear the contour of the ground by up to 5 inch (127 mm) without increasing table values to the next higher limit.

NOTICE: A MANDATORY FOOTING INSPECTION IS REQUIRED PRIOR TO POURING CONCRETE



C.M.U. WALL DETAIL
 ECCENTRIC FOOTING

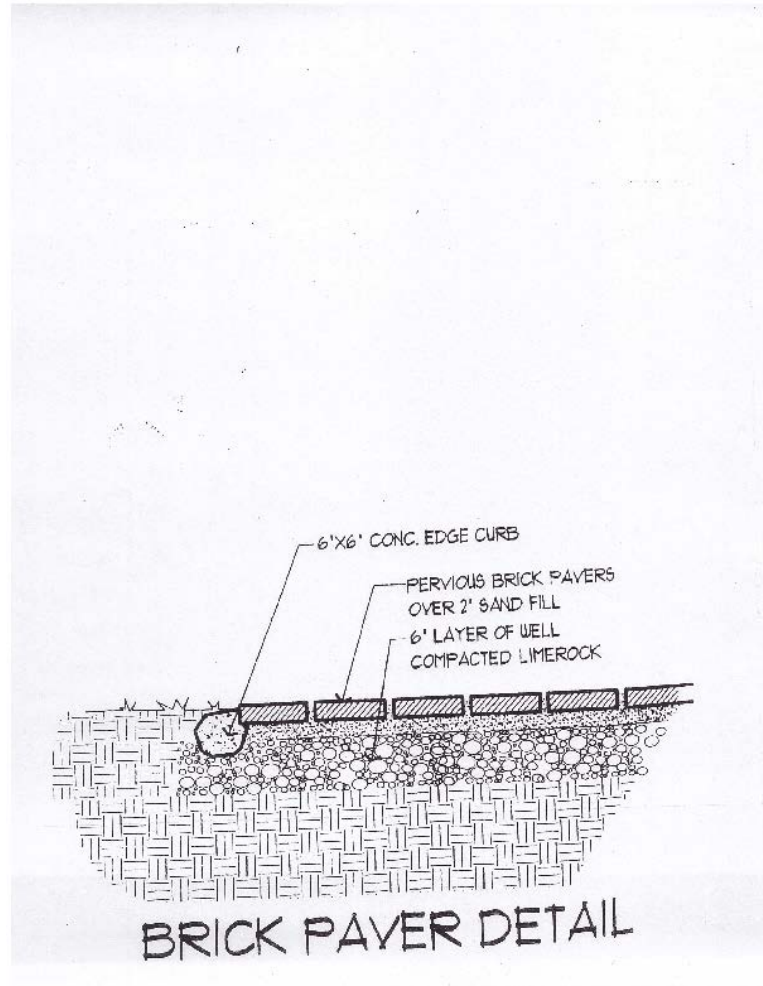
NES

Driveway/Approach

- * Permit Application
- * HOA Affidavit
- * Owner/Builder (if Applicable)
- * 2 copies Survey – indicate location, and dimensions of driveway/approach
- * 2 copies Paver details (if applicable)
- * **Approach:** In addition to above
- * Right of way Covenant

Slab/pavers/patio

- * Permit Application
- * HOA Affidavit
- * Homeowner Association Letter if a Townhome
- * Owner/Builder (if Applicable)
- * 2 copies Survey –indicate location, and dimensions of slab/pavers
- * 2 copies Pavers Detail (if applicable)



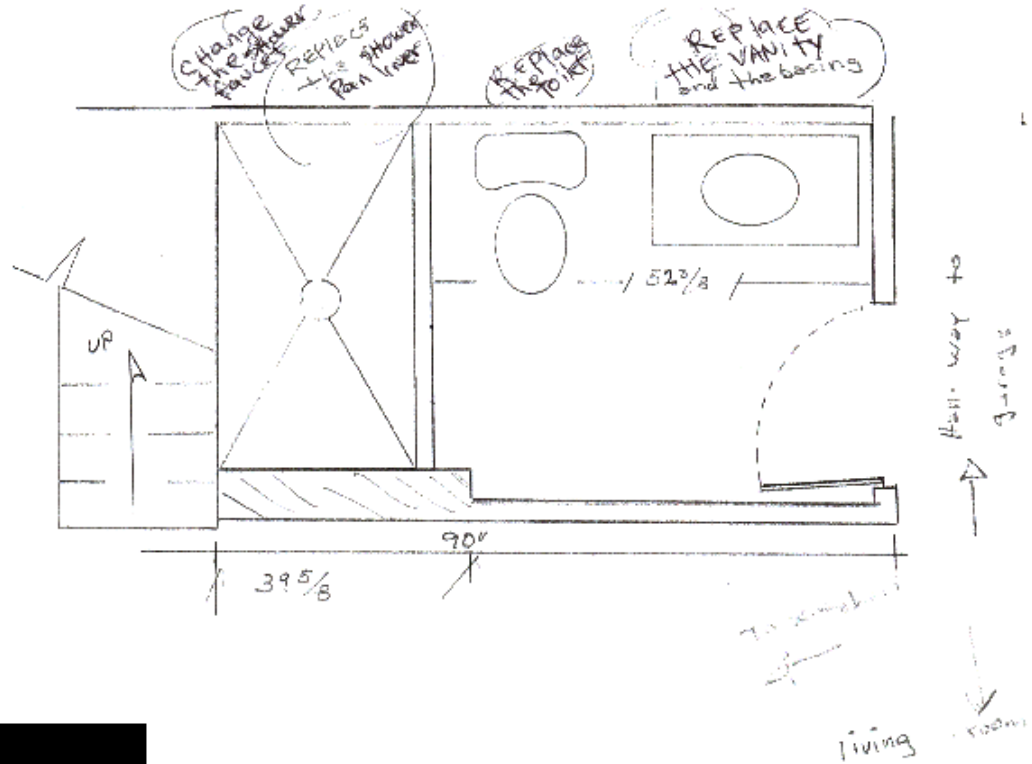
Windows/Doors/Garage Doors

- * Permit Application
- * HOA Affidavit
- * Homeowner Association Letter if a Townhome
- * Owner/Builder (if Applicable)
- * 2 Copies Product Approval (NOA)
- * 2 Copies Wind Load Calculations
- * 2 Copies of layout indicating location and dimensions of Windows/Doors/Garage Doors

Kitchen/Bathroom Alterations

- * Permit Application
- * HOA Affidavit
- * Owner/Builder Affidavit
- * Kitchen/Bathroom layout indicating all of the electrical outlets and fixtures
- * Additional Plumbing, Electrical and Mechanical permits maybe required

PLAN
FLOOR
PLAN



Townhome HOA Approval

- * Townhomes require a letter from the Homeowners Association for any exterior work performed

Importance of Finalizing Permits

- * Permits left open and expired on your property become a violation against your property. There is no statute of limitations on open/expired permits, in other words they just don't go away. Open/Expired permits can halt a sale/purchase of a property.
- * Open/Expired permits incur additional cost and loss of time.

How to renew expired permit

- * 2 Types of permit
 - * Miami Dade County
 - * Town of Miami Lakes
- * Miami Dade County
 - * Permit Application
 - * Closed out by an Architect/Engineers Letter or
 - * Field inspection to verify no work performed
 - * Fee \$165.000
- * Town of Miami Lakes
 - * Permit Application
 - * Job Copy
 - * Cost of a new permit

Flood Requirement Elevation Certificates

Elevation Certificates are available on our website.
Flood information is available upon request.

Town of Miami Lakes is a Class 5, this means you get an additional 25% discount on your Flood Insurance if you are in a Flood Zone and 10% discount if you are not.

Please make sure your policy is written with the correct Miami Lakes Community number 120686 to ensure you receive your discount.

Building Dept Website

- * <http://etrakit.miamilakes-fl.gov/etrakit3/>
- * Or via Town website <http://www.miamilakes-fl.gov>
Departments – Building
- * On our website you can look up your property and see your current and passed permit activity
- * View and track your application, plan review
- * Request inspection, view inspection results
- * Search a Contractor