

TOWN OF BAY HARBOR ISLANDS

9665 Bay Harbor Terrace, Bay Harbor Islands, FL 33154

Tel.: 305-993-1786 Fax: 305-861-1130

PERMIT APPLICATION

INSTRUCTIONS - The following steps must be taken to obtain a permit from the Town of Bay Harbor Islands.

- Step 1. Complete the attached permit application which must be signed by the property owner and qualifier. Both signatures must be notarized. Please print or type to allow for a more accurate processing of your application. All permits/plans must be dropped off and may take up to 15 working days to be processed. Building Department hours of operation are Monday - Friday from 8:00 a.m. 3:30 p.m.
- Step 2. Submit the completed application with all necessary documents to the Building, Planning and Zoning Department for processing. During the processing of your application, you may be asked to submit additional information.

APPLICATION

JOB ADDRESS:		UNIT #:	PROCESS NUMBER:
FOLIO NUMBER:			
LOT:	BLOCK:	TOWN OF BAY HARBOR ISLANDS PB 46 PG 5	
MASTER PERMIT #			
PROPOSED USE OF PROPERTY:		CURRENT USE OF PROPERTY:	
TENANT INFORMATION:			
JOB COST:		SQUARE FOOTAGE:	
DESCRIPTION OF WORK:			

PERMIT TYPE (✓)	
Building	
Electrical	
Mechanical	
Plumbing	
LPGX	
Roofing	
Fence	
Other _____	

PERMIT CHANGE (✓)	
Chg. Contractor	
Renewal	
Revision	
Extension	
Supplement	
Reinspection	

TYPE OF IMPROVEMENT (✓)			
New Construction		Enclosure	
Alteration Exterior		Repair	
Alteration Interior		Demolish	
Relocation of Structure		Shell Only	
Foundation Only		Add'l Attachment	
Other _____		Add'l Detachment	
Other _____			

PROPERTY OWNER	
Name:	
Address:	
Home Telephone:	Work Number:

ENGINEER	
Name:	
License No.:	
Address:	
Business Telephone:	
Fax:	

CONT. REGISTRATION # CONT-	
Company Name:	
Qualifier Name:	
License No.:	
Address:	
City:	State: Zip Code:
Telephone:	Fax:
Email Address:	
Contact Person/Permit Expediter:	

ARCHITECT	
Company Name:	
License No.:	
Address:	
Telephone:	Fax:

IMPORTANT NOTICES

1. DO NOT BEGIN ANY WORK WITHOUT HAVING RECEIVED YOUR VALIDATED PERMIT AND PERMIT CARD. Applying for a permit does not grant the right to begin construction. HOURS OF CONSTRUCTION are limited to: Monday through Saturday from 8:00 a.m. to 6:00 p.m. No inspections will be conducted on weekends and holidays.
2. All construction of demolition areas MUST BE MAINTAINED IN A CLEAN, NEAT AND SANITARY CONDITION free from construction debris.
3. STREETS AND NEIGHBORING PROPERTIES SHALL BE KEPT FREE FROM DIRT AND DEBRIS.
4. SWALES MUST BE PROTECTED FROM BEING DAMAGED BY EQUIPMENT OR VEHICLES.
5. Construction trailers are prohibited on single family residential construction sites. Other construction may have a trailer, which requires a separate permit.
6. PORTABLE TOILETS for a construction site require a separate permit and must be screened from view.
7. DO NOT DISCHARGE WATER INTO THE RIGHT OF WAY OR STORM DRAINS without approval from the Building Department.
8. EQUIPMENT AND MATERIALS SHALL BE STORED at least 10 feet from the edge of pavement.

AFFIDAVIT - Please read carefully

Application is hereby made to obtain a permit to do work and installation as indicated. I, the OWNER of the property, 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, SHUTTERS and SIGNS. There may be additional permits required from other governmental agencies.

I, the OWNER of the property, have disclosed all information related to any work at the property performed in the prior twelve months to the Building Official. 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 (50%) 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 total cost of work to my home or business under this and any other permit exceeds fifty percent (50%) of the replacement cost of the structure, then the entire structure must conform to the current code requirements of the Florida Building Code.

WARNING TO OWNER: Your failure to record a NOTICE OF COMMENCEMENT may result in your 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 with the Clerk of Courts, for additional information please call 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.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

Signature of Owner

Signature of Contractor Qualifier

Print Name

Print Name

Sworn to and subscribed before me this ____ Day of _____, _____

Sworn to and subscribed before me this ____ Day of _____, _____

Signature of Notary Public-State of Florida

Signature of Notary Public-State of Florida

SEAL:

SEAL:

Personally known ___ OR, Produced Identification ___

Personally known ___ OR, Produced Identification ___

Type of Identification Produced: _____

Type of Identification Produced: _____

INSTRUCTIONS: Please indicate the type of work being performed and quantity(ies) in the space provided below.

ELECTRICAL							
Type	Qty.	Type	Qty.	Type	Qty.	Type	Qty.
Minimum Fee		Fixture - Fluorescent		Motor, Equipment outlet		Repair Circuits	
Air Conditioners		Fixture - Light		Special Purpose Outlet		Service, Number of Amps	
Chiller		Flood Lights		Outlet		Signs	
Clear Violations		FPL - Load Control		Oven		Space Heater (kw)	
Compactor		Generators, etc.		Parking Lot Lights		Spas/Hot Tubs	
Deep Freezer		Heat recovery		Plugmold/Strip		Subfeeds, No. Of Amps	
Demolition		Low-volt Burglar		Posts		Swim Pool, Commercial	
Dishwasher		Low-volt, Fire		Range/Range Top		Swim Pool, Residential	
Dryer		Low-volt,		Recpt. Outlet		Switchboards	
Fan		Low-volt, Television		Refrigerator, Comm.		Temp Serv, Construction	
Fire Pump		Motor, Equipment		Refrigerator, Domestic		Temp for Test - 30 days	
				Renew - Temp Service		Utility Wiring	

MECHANICAL							
Type	Qty.	Type	Qty.	Type	Qty.	Type	Qty.
Minimum Fee		Condensate Drain		Heating Strips, each		Ventilation, Cost	
A/C Central, Tons		Cooling Tower		Piping, Flammable Liquid			
A/C Wall/Win, Tons		Dryer Vents, Number of		Process/Pressure Piping			
Air Handler, Tons		Ductwork, Cost of		Pressure Vessel			
Barbecue		Fireplaces, Number of		Refrigerator, Tons			
Bath Fan-Vented, #		Generator		Vent Hood, Resident			

PLUMBING							
Type	Qty.	Type	Qty.	Type	Qty.	Type	Qty.
Minimum Fee		Demolition		Sprinkler Pump		Ice Maker	
Supply A/C Well		Fountain		Pool Pump Replace		Indirect Wastes	
A/C Condensate		Filter Replace		Sump Pump		Laundry Tray	
Discharge Well		Pool Piping		Gas - Natural		Lavatory	
Area Drains		Fire Pump		Gas - Propane		Shower	
Backflow		Sprinkler Zones		Gas - Appliance		Sink	
Roof Drains		Sprinkler Heads		Misc. Repairs		Urinal	
Catch Basin		Sprinkler Repair		Temporary Toilet		Vacuum Pump	
French Drain		Supply Well		Bath Tub		Water Closet	
Soakage Pit		Sewer Connection		Bidet		Water Heater	
Grease Trap		Jockey Pump		Clothes Washer		Water Heater New	
Interceptor		Misc. Equipment		Dental Chair		Water Re-pipe	
Cap Fixture		Pump and Abandon		Dishwasher		Water Service	
Cap - Water		Domestic Pump		Floor Drain			
Cap - Sewer		Re-circulate Pump		Drinking Fountain			

TO ALL HOMEOWNERS AND/OR CONTRACTORS

Be advised that construction hours are between 8:00 a.m. and 6:00 p.m. Monday through Saturday (excluding holidays)

For all inspections the permits and paperwork (plans, etc.) must be posted at the job site during completion of work. Inspectors must have access to all paper work as they do make notations on the permit and/or permit card. Non-compliance will result in a re-inspection fee being charged (\$55.00). Any inspection requiring a ladder must have an OSHA approved ladder provided at the site.

Inspections are to be scheduled a minimum of 24 hours in advance. Any cancellation must be made by 9:00 a.m. The Building Department is open from 8:00 a.m. to 3:30 p.m. When calling in an inspection have all information ready - permit number, name of owner, address (and any information on how to access building).

BUILDING DEPARTMENT - 305-993-1786 FAX NUMBER - 305-861-1130

Electrical, Plumbing and Mechanical inspections are scheduled for:
Monday, Wednesday and Fridays

Building inspection are scheduled for: _____
Monday, Tuesday, Wednesday and Thursdays