



# City of Miami Gardens

Development Services - Building Services  
18605 NW 27th Avenue, City Hall, 1st Floor  
Miami Gardens, FL 33056  
305-622-8027 (Office) 305-626-4220 (Fax)  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

## Change of Architect/Engineer Instructions

**Change of Contractor on a valid issued permit is requested by the owner of record or the contractor for the permit when the Building Official determines that the work has been abandoned or that the contractor is unable or unwilling to complete the contract and is accomplished in accordance with the Miami-Dade County Code Chapter 8. Please be advised the Building Services Division charges and administrative fee of \$113.75 for each Change of Contractor.**

### **Contractor request to withdraw from a permitted job**

When a contractor, as permit holder, wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified. The proof shall be a copy of a certified registered letter sent to the owner. The contractor must also submit a letter stating the reason for a second permit to the Building Official holding the Building Official harmless from any legal involvement.

If a sub-contractor wants to withdraw from a permitted job without cancelling the permit, he/she shall submit proof to the Building Official that the owner of record and the contractor of record have been notified. The proof shall be a copy of a certified registered letter sent to the owner of record and contractor of record. The sub-contractor must also submit a letter stating the reason for a second permit to the Building Official holding the Building Official harmless from any legal involvement.

### **Owner request for a change of contractor or sub-contractor**

When an owner requests a change of contractor, the owner shall submit an executed Change of Contractor form to the Building Services Division, stating the reason for the change being requested and stating that the Building Official is held harmless from any legal involvement regarding this request.

In addition, the owner shall submit proof to the Building Official that the contractor of record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of certified registered letter sent to the contractor by the owner, or by a notarized letter from the contractor of record stating that he/she is aware of, and has no objection to, the change of contractor.

When an owner requests a change of sub-contractor, the procedures above apply, with the exception that both the owner of record and the contractor of record shall submit an executed Change of Contractor form to the Building Official.

Any portion of work already performed by the contractor or sub-contractor shall be suspended and no further inspections will be performed until a new contractor or sub-contractor has obtained a new permit.



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## Change of Architect/Engineer Hold Harmless

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Ref: Property located at (address and legal description):

\_\_\_\_\_

\_\_\_\_\_

Permit No.: \_\_\_\_\_ Process No.: \_\_\_\_\_

As legal owner of the subject property, I request the Statement of Inspections to be prepared by:

\_\_\_\_\_  
(Name of Substitute Architect or Engineer)

License No.: \_\_\_\_\_ for the following reasons: \_\_\_\_\_

Partial inspection performed by Architect or Engineer of record. Yes  No

Date of Last inspection \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

I agree to hold the City of Miami Gardens, its agents and authorized personnel harmless and relieve from any responsibility or liability for any legal actions or damage, cost or expenses (including attorney's fees) resulting from substitution of professional for the statement of inspections. I furthermore assume responsibility for corrections, if work performed under the permit for which I am requesting substitution. In event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to substitute professional.

Very truly yours,

\_\_\_\_\_  
Signature of Property Owner

<b>Property Owner/Agent Signature Notary</b>	
State of Florida, County of Miami -Dade	_____ Printed Name of Property Owner/Agent
Sworn and subscribed to me	_____ Signature of Notary Public
_____ Month Day Year	Notary Public Stamp:
Personally Known or Identifi	
_____ (Type of ID and expiration date)	



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## FOR OFFICE USE ONLY

Process No.: \_\_\_\_\_  
Date Applied: \_\_\_\_\_  
Clerk: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

## PERMIT APPLICATION

Applied for under: **FLORIDA BUILDING CODE**

### Location of Improvements: (USE BLACK OR BLUE INK ONLY)

Job Site Address: \_\_\_\_\_ Master Permit No.: \_\_\_\_\_  
Building No.: \_\_\_\_\_ Suite No.: \_\_\_\_\_ Tax Folio No.: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ PB Page: \_\_\_\_\_  
Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

### Property Owner Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

### Lessee Information/Owner's Agent:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Information:

License No.: \_\_\_\_\_

Name: \_\_\_\_\_ Qualifier's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

### Information of Authorized Person to Pick up Permit:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

### Type of Improvement (Detailed Scope of work):

Zoning: \_\_\_\_\_ Construction Cost: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Square Feet: \_\_\_\_\_ Lineal Feet: \_\_\_\_\_ Group Occupancy: \_\_\_\_\_  
No. of Units: \_\_\_\_\_ No. of Floors: \_\_\_\_\_ Gallons: \_\_\_\_\_ Building Height: \_\_\_\_\_

#### RESIDENTIAL (R)

#### COMMERCIAL (C)

#### MULTI-FAMILY (M)

##### Building Permit

##### Electrical Permit

##### Mechanical Permit

##### Plumbing Permit

##### Change of Contractor/ Architect/Engineer

Awning Canopies

Parking Lots

Signs

Feeders

Boiler Install

Change of Qualifier

Commercial

Swimming Pools

Slabs

Electric Services

Fire Sprinklers

Re-Certification of Plans

Demolition

Residential

Temp Work

Electric System

Settling Tanks

Revision of Plans

Fence

Roof

Temp Trailers

Temp Services

Water Treatment Plants

Permit Renewal

Gutters

Sheds

Windows Doors

A/C & Refrig.

Other: \_\_\_\_\_

### Architect Information:

License No.: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Engineer Information:

License No.: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Flood Criteria

Flood Zone \_\_\_\_\_ B.F.E. \_\_\_\_\_ Map # \_\_\_\_\_ Date: \_\_\_\_\_

Property Market Value	Construction Job Value	Improvement Ratio	Square Footage	Bottom of Lowest Structural Horizontal Member Elevation

**ALL FIELDS MUST BE FILLED IN OR APPLICATION WILL BE DENIED PROCESS**

**ATTENTION ♦ IMPORTANT NOTICE - PLEASE READ CAREFULLY ♦ ATTENTION**

**A NOTICE OF COMMENCEMENT MUST BE RECORDED WHEN JOB VALUE EXCEEDS \$ 2,500.00. PERMIT CARD, PLANS AND THE RECORDED NOTICE OF COMMENCEMENT MUST BE VISIBLY POSTED, IN GOOD CONDITION AND ACCESSIBLE AT ALL TIMES ON THE JOBSITE.**

**Work may begin only after receiving a validated permit and permit card. Application submission alone does not grant the right to begin construction**

**Owner Agents must have an affidavit on file or one must be submitted with the permit application.**

**Qualifier's Affidavit:** Application is hereby made to obtain a permit to do work and installation as indicated on the 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 SIGN(S) WORK; and that additional permits may be required by other government agencies.

**Lessee's Affidavit:** Lessee certified that he/she has full consent and authorization from the owner of subject property to perform the work mentioned and to hire captioned contractor.

**Owner's Affidavit:** I certified that the forgoing information is correct. Owner certifies that the aforementioned contractor has the authorization to perform the work as specified.

**Owner Builder's Hold Harmless: (ONLY VALID FOR OWNER-BUILDER PERMITS)**

- \_\_\_\_\_ I am personally responsible for knowledge of all applicable laws and regulations.
- \_\_\_\_\_ I will personally reside in the house after completion and have issuance of a Certificate of Occupancy.
- \_\_\_\_\_ 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 Certification of Occupancy based on an Owner-Builder permit for a single family residence within the past three (3) years.
- \_\_\_\_\_ I will be on the premises either supervising or performing the action work at all times. I will submit an accepted form of identification upon request by the Building Department's agent.
- \_\_\_\_\_ I understand that if an inspection is not approved after three (3) attempts, the Inspector may place a Stop Work Order on the job; and require that a licensed contractor complete the work.
- \_\_\_\_\_ 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 Certified contractor. All employees hired by me shall be covered by Workers Compensation Insurance. (Typically home-owner's insurance does not provide this coverage; please check with you insurance carrier.)
- \_\_\_\_\_ I understand all the requirements and responsibilities involved in obtaining an owner-builder permit.

I, have read and understood the forgoing disclosure, and am aware of my responsibilities and liabilities under my application for a building construction work on the 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 certificate of occupancy.

**Notarized Signature of Property Owner/Agent**

\_\_\_\_\_  
Signature of Property Owner/Agent  
State of Florida, County of Miami -Dade  
Sworn and subscribed to me this:  
  

_____ Month	_____ Day	_____ Year
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 Personally Known or Identification:  
 \_\_\_\_\_  
(Type of ID and expiration date)

\_\_\_\_\_  
Printed Name of Property Owner/Agent  
  
 \_\_\_\_\_  
Signature of Notary Public  
  
 \_\_\_\_\_  
Notary Public Stamp:

**Notarized Signature of Lessee**

\_\_\_\_\_  
Signature of Property Lessee  
State of Florida, County of Miami -Dade  
Sworn and subscribed to me this:  
  

_____ Month	_____ Day	_____ Year
----------------	--------------	---------------

 Personally Known or Identification:  
 \_\_\_\_\_  
(Type of ID and expiration date)

\_\_\_\_\_  
Printed Name of Property Lessee  
  
 \_\_\_\_\_  
Signature of Notary Public  
  
 \_\_\_\_\_  
Notary Public Stamp:

**Notarized Signature of Qualifier/Owner-Builder**

\_\_\_\_\_  
Signature of Property Qualifier  
State of Florida, County of Miami -Dade  
Sworn and subscribed to me this:  
  

_____ Month	_____ Day	_____ Year
----------------	--------------	---------------

 Personally Known or Identification:  
 \_\_\_\_\_  
(Type of ID and expiration date)

\_\_\_\_\_  
Printed Name of Property Qualifier  
  
 \_\_\_\_\_  
Signature of Notary Public  
  
 \_\_\_\_\_  
Notary Public Stamp:

		Building				Mechanical
		Flood Plain Mgr				Electrical
		Public Works				Structural
		Plumbing				Zoning
Date	Signature	Approvals	Date	Signature	Approvals	

**For Office Use Only**

**ALL FIELDS MUST BE FILLED IN OR APPLICATION WILL BE DENIED PROCESS**



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## OWNER-BUILDER DISCLOSURE STATEMENT

The laws governing the State of Florida provide that a sole qualified owner may make application for a permit, provided the work under said permit is exclusively for the owner's occupancy and use. No more than one permit will be issued, to an owner-builder in a twelve (12) month period for a new Single Family Residence. The law requires that we provide you with the following disclosure statement:

*State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law (FRS. 489.103.) The exemption allows you, as the owner, of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build, or improve a one-family or two-family residence. You may also build or improve a commercial building at a cost of \$75,000.00 or less.*

*The building must be for your own use and occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within one (1) year after the construction is completed, the law will presume that you have built it for sale or lease, which is a violation of the exemption. You may not hire an unlicensed person to act as your contractor or subcontractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have the licenses required, by state law and by county and municipal ordinance. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed, must work under your supervision and must be employed by you, which means you must deduct FICA and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, Florida Building Code, and zoning regulations.*

### PROOF OF OWNERSHIP:

Legal description and name of document of proof must correspond to the name and legal description of the application. You must submit proof of ownership of the property concerned in the application as:

- \* Recorded Quit Claim Deed;
- \* Recorded Special Warranty Deed;
- \* Recorded Warranty Deed;
- \* Miami Dade County Tax Receipt;
- \* For Commercial Properties a copy of lease, if applicable.

### INSURANCE:

You should 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.

### DEMOLITION WORK:

In addition to meeting Florida Building Code requirements, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical services, 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 Rehabilitation Services (DOH) in order to abandon any septic tank that is on the property.

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

### IMPORTANT NOTICE - Please Read

1. **Work may begin** only after receiving a validated permit and permit card. Applying of a permit does not grant the right to begin construction.
2. **The construction, demolition, alteration and/or repair of any building** shall take place between the hours of 7:00 a.m. to 8:00 p.m. on weekdays.
3. **All construction or demolition areas** must be maintained in a clean, neat and sanitary condition free from construction debris.
4. **Streets and neighboring properties** surrounding the construction site shall be kept free from dirt and debris.
5. **Swales** must be protected from being damaged by equipment or vehicles.
6. **Construction trailers** are prohibited on single-family residential construction sites. Other construction may have a trailer, which requires a separate permit.
7. Department of Health and Rehabilitative Services (HRS) approval is required for applications involving **septic tanks**. Department of Environmental Resource Management (DERM) and/or Miami-Dade Water and Sewer Department (MDWASA) approval is required for applications involving **sewers**.
8. **Portable toilets** for a construction site requires a separate permit.
9. **Do no discharge water** into the right of way or storm drains without approval from the Bldg. , Planning/Zoning Departments.
10. **Equipment and materials** shall be stored at least 10 feet from the edge of the right-of-way.
11. **Permit card, Permit and Plans** must be kept on site, be visible at all times, and be in good condition.
12. **Owner agents** must have an affidavit on file or one must be brought with the permit application
13. **Condo Association Letter of Approval** must be brought with the permit application.