



# ENGINEERING PERMIT APPLICATION

City of Miami Gardens  
18605 NW 27 Ave, Miami Gardens, FL 33056  
Phone (305) 622-8000

## OFFICE USE ONLY

PROCESS NO.

DATE:

CLERK:

DATE ISSUED:

CODE TYPE:

| PROPERTY OWNER INFORMATION   |  |        |  |      |  |
|--|--|--------|--|------|--|
| Name:  |  |        |  |      |  |
| Address:   |  |        |  |      |  |
| City:  |  | State: |  | Zip: |  |
| Phone:   |  | Fax:   |  |      |  |
| CONTRACTOR   |  |        |  |      |  |
| Company:   |  |        |  |      |  |
| Address:   |  |        |  |      |  |
| City:  |  | State: |  | Zip: |  |
| Phone:   |  | Fax:   |  |      |  |
| Contractor License:  |  |        |  |      |  |
| Qualifier:   |  |        |  |      |  |
| ENGINEER   |  |        |  |      |  |
| Name:  |  |        |  |      |  |
| Address:   |  |        |  |      |  |
| City:  |  | State: |  | Zip: |  |
| Phone:   |  |        |  |      |  |
| Fax:   |  |        |  |      |  |
| <b>Sunshine State 811</b> <b>Know what's below.</b><br><b>Call before you dig.</b> |  |        |  |      |  |

| LOCATION OF IMPROVEMENTS                               |                              |        |
|--|------------------------------|--------|
| Property Address:                                      |                              |        |
| Master Permit No.:                                     |                              |        |
| Folio #:   |                              |        |
| Lot:   |                              | Block: |
| TYPE OF WORK / DIMENSIONS                              |                              |        |
| <input type="checkbox"/> Driveway Type:                | Width (linear feet):         | Sq ft: |
| <input type="checkbox"/> Sidewalk                      | Linear feet of sidewalk:     |        |
| <input type="checkbox"/> Curb                          | Linear feet of curb:         |        |
| <input type="checkbox"/> Storm Sewer (solid pipe)      | Linear feet of pipe:         |        |
| <input type="checkbox"/> Storm Sewer (perforated pipe) | Linear feet of pipe:         |        |
| <input type="checkbox"/> New Parking Lot Paving        | Square feet of paving:       |        |
| <input type="checkbox"/> Street Paving                 | Linear feet x width of road: |        |
| <input type="checkbox"/> Water Line (ROW)              | Linear feet of pipe:         |        |
| <input type="checkbox"/> New Sewer Line (ROW)          | Linear feet of pipe:         |        |
| <input type="checkbox"/> Water Line Connection         |                              |        |
| <input type="checkbox"/> Sewer Line Connection         |                              |        |
| <input type="checkbox"/> Other                         |                              |        |
| <input type="checkbox"/> Other                         |                              |        |
| CONSTRUCTION VALUE                                     |                              |        |

| NOTICE  |  |             |
|---|--|-------------|
| All projects shall be designed in accordance with the City of Miami Gardens Public Works Specifications, Miami-Dade County Public Works Manual and the FDOT Standards manual. All work requires a permit unless specifically exempted by this department. A permit becomes null and void if work or construction is not commenced within 180-days, or is suspended or abandoned for a period of 180-days unless advised otherwise by the Public Works Director or his designee. |  |             |
| I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performances of construction.   |  |             |
| <u>Signature of Qualifier/Owner-Builder</u>   |  | <u>Date</u> |

| DRAINAGE ONLY   |  |             |
|---|--|-------------|
| An engineer registered in the State of Florida should prepare all plans, specifications and calculations of the proposed work. Said plans and calculations shall be subject to the review and approval of the Department of Environmental Resources Management. The permit applicant will secure the services of an engineer registered in the State of Florida to conduct inspections throughout the construction period, and said engineer shall prepare all required drawings of record. |  |             |
| If road closure, an approved M.O.T. must be submitted along with permit application.  |  |             |
| All construction activities are to use best management procedures to prevent sediments from entering adjacent property, stormwater inlets, water bodies, or other areas which may eventually cause them to be washed into adjacent surface water bodies.  |  |             |
| <u>Signature of Qualifier/Owner-Builder</u>   |  | <u>Date</u> |

| INTERNAL USE ONLY                |           |                  |    |  |
|----------------------------------|-----------|------------------|----|--|
| <b>FEES</b>                      |           |                  |    |  |
| BCCO (Dade County)               | \$        | Penalty Fee      | \$ |  |
| BCAI (State)                     | \$        | Revision Fee     | \$ |  |
| DCA (State)                      | \$        | Zoning Fee       | \$ |  |
| City's Professional Services 15% | \$        | Building Fee     | \$ |  |
| Up-Front Fee                     | \$        | Public Works Fee | \$ |  |
| <b>Total</b>                     | <b>\$</b> |                  |    |  |

| Public Works Department Approval |  |
|----------------------------------|--|
| Signature                        |  |
| Title                            |  |
| Date                             |  |

### IMPORTANT NOTICES:

1. Work may begin only after receiving a validated permit and permit card. Application alone does not grant the right to begin construction.
2. Hours of construction are 7:00 a.m. to 5:00 p.m., Monday-Friday. No work permitted on Saturdays and Sundays or holidays without prior authorization, except for emergencies.
3. No inspections will be conducted on weekends or holidays.
4. If road closure required, then construction permitted 9:00 a.m.-3:30 p.m. only. Notify Public Works (305-622-8000/Ext.3111) 48 hours in advance. Lane(s) must be clear of equipment/material before and after these hours. No exceptions unless approved by Miami Gardens Public Works or in the event of emergencies.
5. For paving and drainage a preconstruction meeting is required. Call 305-622-8000/ Ext.3111 to schedule.
6. Letter to area residents, if applicable.
7. Approved density/compaction test must be submitted to Miami Gardens Public Works prior to final asphalt installation.
8. All construction areas must be kept clean, neat and sanitary and be restored to original condition or better. Rights-of-way and neighboring properties shall be kept free from dirt and debris and must be protected from damage by equipment or vehicles.
9. Equipment and materials shall be stored within your property, not on public rights-of-way.
10. Do not discharge water into rights-of-way or storm drains without prior approval from Miami Gardens Public Works.
11. Do not discharge water into rights-of-way or storm drains without prior approval from Miami Gardens Public Works.
12. **INSPECTIONS:** To request a Public Works inspection, call 305-622-8044. Inspections are required including a final inspection upon completion of the project in order to close the permit.
13. Failure to obtain an approved inspection within 180 days will cause this permit to expire and possible additional fees levied.

### AFFIDAVIT – PLEASE READ CAREFULLY

**QUALIFIER'S AFFIDAVIT:** Application is hereby made to obtain a Public Works 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 regarding construction in the City of Miami Gardens. I understand that separate permits may be required for ELECTRICAL, PLUMBING, DRIVEWAY and SIGNS. There may be additional permits required from other governmental agencies.

A Public Works permit application is subject to denial and a validated permit is subject to revocation or modification based upon applicable deeds, covenants, declarations, easements and any other legal restriction. By issuing a permit, the City of Miami Gardens makes no representation as to the existence or validity of any property restriction.

### WARNING TO OWNER

**A NOTICE OF COMMENCEMENT** must be recorded when job value exceed \$2,500. Permit card, plans and the recorded notice of commencement must be at job site, visible, in good condition and accessible at all times.

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: 22 NW 1st Street, 1st floor, Miami, Florida, 305-275-1155, ext. 6. Once recorded, the Notice of Commencement must be POSTED AT THE JOB SITE in accordance with Section 713.35, Florida Statutes.

### NOTARIZED SIGNATURE OF PROPERTY OWNER

|  |                          |                    |
|--|--------------------------|--------------------|
| State of Florida, County of<br>Miami –Dade | Owner Print Name         | Owner Signature    |
| Sworn and subscribed to me<br>this         | Month      Day      Year | Notary's Signature |
| Personally Known or ID                     | Type                     | Notary Stamp       |

### NOTARIZED SIGNATURE OF QUALIFIER /OWNER-BUILDER

|  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| State of Florida, County of<br>Miami –Dade | Qualifier/Owner -Builder Print Name | Qualifier/Owner -Builder Signature |
| Sworn and subscribed to me<br>this         | Month      Day      Year            | Notary's Signature                 |
| Personally Known or ID                     | Type                                | Notary Stamp                       |

**CITY OF MIAMI GARDENS**  
**ENGINEERING DIVISION**  
18605 NW 27 AVENUE  
MIAMI GARDENS, FL 33056  
PHONE: (305) 622-8000

## **NOTICE TO ALL CONSTRUCTION PLAN APPLICANTS**

Certain applications for construction activities within this jurisdiction require other permits from the state for Stormwater Management purposes.

### **IF YOUR PROJECT INCLUDES TWO ACRES OR MORE OF IMPERVIOUS AREA:**

An Environmental Resource Permit (ERP) is required. In Miami Dade County, the ERP is issued by the Regulatory and Economic Resources (RER) Division of DERM, unless wetlands are involved. If wetlands are part of the permit, the South Florida Water Management District will review and issue the ERP.

RER can be reached at (305) 372-6789

South Florida Water Management District can be reached at (800) 432-2045

### **IF YOUR PROJECT DISTURBS ONE OR MORE ACRES OF LAND:**

A Construction Generic Permit (CGP) from the State Department of Environmental Protection (DEP) is required. This Permit is part of the rules governing the National Pollutant Discharge Elimination System (NPDES).

DEP can be reached toll free at (866) 336-6312 or email [NPDES-stormwater@dep.state.fl.us](mailto:NPDES-stormwater@dep.state.fl.us)