



Town of Golden Beach
Building & Zoning
New Construction/Addition/Remodel Permit Documentation Log

Date _____ Contractor Name: _____

Property Address _____

Date Received

1. Contractor registration with payment of applicable fee
(copies of all licensing and insurance attached) _____
2. Permit application and attachments for gravel entrance(NPDES)
(Permit and passed inspection required prior to permit issuance) _____
3. Temporary construction fence permit showing placement
Zone 1 requires a special windscreen at the front entry gates
(Permit and passed inspection required prior to permit issuance) _____
4. Portable toilet permit
(Permit and passed inspection required prior to permit issuance) _____
5. Prior to permit issuance you must obtain approvals from
Miami-Dade County, City of North Miami Beach-Water and State of Florida
DEP:
 - Division of Water Resource Management – Coastal Construction Control Line
Permit – Ocean Front Properties - Zone 1 Only _____
 - R.E.R. sewer allocation approval letter and stamped plan _____
 - R.E.R. landscaping and/or tree removal permit _____
 - R.E.R. grading and drainage approval (stamped drawing) _____
 - R.E.R. underground water discharge approval (if applicable) _____
 - R.E.R. final approval (stamped drawing) _____
 - Miami-Dade Water and Sewer approval _____
 - North Miami Beach approval for water and stamped drawing _____
 - Proof of Impact fee payment receipt from Miami-Dade County and
(stamped drawing) _____
6. The following forms are to be completed and submitted to the Town
for inclusion into the permit file, if applicable
 - Affidavit of Seawall Conformity (Zone 3) _____
 - Signed Acknowledgement of Retaining Wall requirements (all zones) _____
 - Affidavit of notification to contractor of survey discrepancies' 600 Block of
Golden Beach Drive. _____
 - Signed Acknowledgement of Construction Site Cleanliness and Safety _____
 - Signed Acknowledgement of Sidewalk Curb & Gutter Replacement _____



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7. At the time of application for a permit you will need:

The Master permit application, completed with all requested information, folio, legal, etc.

- A Signed by the owner and contractor, all signatures must be notarized. _____
- B Process fee payment at .0075% of the estimated cost of work. _____
- C Copy of signed contract between owner and contractor _____

Two sets of:

- D Signed and sealed architectural, structural, electrical, plumbing, mechanical, landscaping, demolition, grading and drainage plans _____
- E Copy of plan approval from the Building Advisory Board. _____
- F Structural calculations (8 ½ x 11) _____
- G Energy calculations _____
- H Certificate of Elevation and Survey _____
- I Soil Bearing Capacity Report _____
- J Grading & Drainage calculations _____
- K Florida Building Code Special Inspector forms _____
- L Product Control Approvals for all windows & doors _____

Copy distributed to:

Contractor: _____

Date: _____



**BUILDING & ZONING DEPARTMENT
QUICK REFERENCE GUIDE
FOR OUTSIDE AGENCIES**

**Miami-Dade County DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES (RER)
ENVIRONMENTAL RESOURCE MANAGEMENT**

(Sewer Allocation, Tree Permitting, Underground Water Discharge, Environmental Impact)

Address: Overtown Transit Village North
701 NW 1st Court
Miami, Florida 33136
Telephone: (305) 372-6789
Email: derm@maimidade.gov

Miami-Dade County IMPACT FEE DIVISION-MIAMI DADE PERMITTING & INSPECTION CENTER

Address: 11805 SW 26th Street (Coral Way)
Miami, Florida
Telephone: (786) 315-2670
Hours: 7:30am to 4pm – Monday through Friday

Miami-Dade County WATER AND SEWER DEPARTMENT (Sewer Utility)

Address: 3575 South LeJeune Road
Miami, Fl. 33146
Telephone: (305) 669-7701

Alternate Processing Location:

MIAMI DADE PERMITTING & INSPECTION CENTER (ADDRESS AND PHONE NUMBER ABOVE)

North Miami Beach PUBLIC UTILITIES/PUBLIC WORKS DEPT. (Water Utility)

Address: 17050 N.E. 19th Avenue
North Miami Beach, Fl. 33162
Telephone: (305) 948-2967

Miami-Dade County CLERK'S RECORDING OFFICE

Address: 22 N.W. 1st Street
Miami, FL. 33128
Phone: (305) 275-1166, press 6



**TOWN OF GOLDEN BEACH
BUILDING & ZONING DEPARTMENT
QUICK REFERENCE GUIDE**

**State of Florida – DIVISION OF WATER and RESOURCE MANAGEMENT – COASTAL
CONSTRUCTION LINE, Ocean front permitting**

Address: Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard – MS 300
Tallahassee, Fl. 32399-3000
Dade Rep.: Celora Jackson, Engineer IV

Telephone: 1(850) 921-7757
Email: Celora.A.Jackson@dep.state.fl.us

**State of Florida DEPARTMENT OF TRANSPORTATION (FDOT)
Ocean Blvd. - driveway permitting**

Address: District VI
1000 N.W. 111th Avenue
Miami, Fl. 33172
Telephone: (305) 470-5197