



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 on survey
(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. 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 current Survey (6 months) _____

I Soil Bearing Capacity Report _____

J Grading & Drainage calculations. (Golden Beach form required) _____

K Florida Building Code Special Inspector forms _____

L Product Control Approvals for all windows & doors _____

6. Prior to permit issuance you must obtain approvals from:

Miami-Dade County, City of North Miami Beach-Water and State of Florida
DEP (if applicable):

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 plan) _____

R.E.R. underground water discharge approval (if applicable-stamped plan) _____

R.E.R. final approval (stamped plan) _____



Town of Golden Beach
Building & Zoning
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Miami-Dade Water and Sewer approval _____

North Miami Beach approval for water (stamped plan) _____

Proof of Impact fee payment receipt from Miami-Dade County and (stamped plan) _____

7. 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. (all Zones) _____

Signed Acknowledgement of Construction Site Cleanliness and Safety _____

Signed Acknowledgement of Sidewalk Curb & Gutter Replacement _____

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) 948-2932

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 – Zone 1**

Address: Coastal Construction Control Line Program
Florida Dept. of Environmental Protection
Division of Water Resource Management
2600 Blair Stone Rd., Mail Station 33522
Tallahassee, FL. 32399-2400

Telephone: 1(850) 245-7668

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



TOWN OF GOLDEN BEACH - CONTRACTOR INFORMATION FORM

COMPANY NAME:	
QUALIFIER NAME:	
LICENSED TRADE	

BUSINESS ADDRESS	PHONE/FACSIMILE	BUSINESS EMAIL AND QUALIFIER'S EMAIL ADDRESS
		Business:
		Qualifier:

INSURANCE INFORMATION	INSURANCE COMPANY	POLICY NUMBER	EXPIRATION DATE
LIABILITY			
WORKER'S COMP			
WORKER'S COMP EXEMPTION			
OTHER			

EMERGENCY CONTRACT NAME & PH	QUALIFER SIGNATURE
NAME	<hr style="border: 1px solid black; width: 80%; margin: 0 auto;"/>
PHONE	

#	LICENSE INFORMATION		LICENSE#	EXPIRATION	FOR TOWN USE ONLY
1	STATE OF FLORIDA CERTIFIED				
2	STATE OF FLORIDA REGISTERED				
3	MIA-CERT OF COMPETENCY (COPY OF FRONT & BACK)				
4	MIA-MUNICIPAL CONTRACTOR				
5	LOCAL BUSINESS TAX: MIAMI				
6	LOCAL BUSINESS TAX:BROWARD				
7	LOCAL BUSINESS TAX: PALM BEACH				
8	EXECUTED - MANDATORY REQUIREMENTS FOR CONSTRUCTION SITES		N/A	N/A	VERIFIED ATTACHMENT

ATTACH COPIES OF ALL LICENSES, PHOTO ID OF QUALIFER WITH SIGNATURE, CERTIFICATE OF INSURANCE WITH THE TOWN OF GOLDEN BEACH, 1 GOLDEN BEACH DRIVE, GOLDEN BEACH, FL 33160 AS CERTIFICATE HOLDER AND THE QUALIFER'S LICENSE NUMBER IN THE DESCRIPTION OF THE CERTIFICATE OF INSURANCE. PLEASE NOTE CERTIFICATE OF INSURANCES NEED TO BE SENT DIRECTLY FROM INSURANCE AGENT AND ALSO A COPY ATTACHED. SEND TO INSPECTIONS@GOLDENBEACH.US OR FAX TO 305-933-3825

FOR TOWN USE ONLY	INITIAL	RENEWAL	APPLICATION NUMBER
Info Maintenance Fee	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$30.00	



TOWN OF GOLDEN BEACH

BUILDING DEPARTMENT
 1 Golden Beach Drive
 Golden Beach, FL 33160
 Office: 305-932-0744 Fax: 305-933-3825
www.goldenbeach.us

FOR OFFICE USE ONLY	
Process No:	_____
Date Applied	_____
Clerk	_____

Master Permit Number: _____
 Master Sub- Permit

PERMIT APPLICATION

1. OWNER INFORMATION	Owner _____			2. CONTRACTOR INFORMATION	Company Name _____				
	Address _____				Qualifier Name _____				
City _____ ST _____ Zip _____			Address _____			City _____ ST _____ Zip _____			
Job Address _____			Lic. No. _____ Phone No. _____			Phone No. _____			
Phone No. _____									
3. PERMIT TYPE	Choose only One	Building	Revision	4. TYPE OF IMPROVEMENT	Choose only One	New Construction	Roof	Pool	
		Electrical	Renewal			Addition Attached	Driveway	Gazebo-Pergola	
		Mechanical	Shop Drawing			Alteration Interior	Fence	Demolition/ Partial	
		Plumbing	Public Works			Alteration Exterior	Windows	Generator	
		Landscape	_____			Repair/Replace	Doors	_____	
		Roofing							
5. ARCHITECT/ENGINEER INFO	Name _____			7. LEGAL/USE/WORK VALUE	Folio No. 19-1235-_____				
	Address _____				Lot(s) _____ Block _____ PB _____				
City _____ ST _____ Zip Code _____						Square FT. _____ Linear FT. _____			
Lic. No. _____ Discipline _____						Estimated Value of the Work: _____			
Phone No. _____						Description of Work _____			
6. CONTACT INFO	Name _____						_____		
	E-mail _____						_____		
Phone No. _____						_____			

Application is hereby made to obtain a permit to do the work and/or installations 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, Plumbing, Mechanical, Windows, Doors, Roofing, Site Walls, Fencing, Driveways, Pools, Spas, Pool Decks, Outdoor Kitchens, Accessory Structures, Irrigation, Landscape and Landscape Lighting work and other categories not mentioned.

Owner's Affidavit: I certify that all the foregoing information is accurate and that work will be done in compliance with all applicable laws regulating construction and zoning.

NOTICE REGARDING BUILDING PERMIT APPLICATIONS

The Completion and submission of a Building Permit Application is a requirement of securing a Building Permit. The Town will rely upon the information contained in the Application in determining whether a Building Permit should be issued. The submission of inaccurate, misleading or misrepresented information in the Application shall subject the Building Permit to denial, suspension or revocation, and the individual applying for the permit, to all appropriate fines, penalties and other punishments authorized by law. **KINDLY GOVERN YOURSELF ACCORDINGLY.**

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

8. OWNER INFORMATION	Print Name _____	Owner's Signature _____	9. QUALIFIER INFORMATION	Print Name _____	Qualifier's Signature _____
	Date _____	Notary Public- State of Florida at Large		Date _____	Notary Public- State of Florida at Large
Notary Stamp			Notary Stamp		

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

Approvals	APPROVED/DATE	DISAPPROVED/DATE	FEE CATEGORIES:	FEES \$
Building			Permit Fee	
Structural			Street Sweeping	
Electrical			Trash Removal	
Mechanical			Scanning	
Plumbing			Infrastructure	
Landscaping			BCCD	
Zoning			Education	
Building Dir			State Surcharge	
Publics Works			Sub-Total	
			Process Fee	
			Total Fees	



TOWN OF GOLDEN BEACH
One Golden Beach Drive
Golden Beach, FL. 33160

**NOTICE TO CONTRACTORS: MANDATORY REQUIRMENTS FOR
CONSTRUCTION SITE CLEANLINESS AND CONSTRUCTION SITE SAFETY**

Company Name: _____

Town Registration number (CR #): _____

Qualifier Name: _____

Contact Phone: _____

Email Address: _____

1. Construction work start time in Town is 8:00 am. No work is to start or the gates to be open prior to 8:00 am. All construction work at sites are to stop by 6:00 pm, Monday through Friday. No construction work is allowed on weekends and legal holidays that are set by the Town.
2. All construction sites must be secured with a perimeter chain link fence containing a black or green wind screen (all wind screen material must be tight and secured daily-no torn or sagging wind screen will be tolerated), construction entry gates must be locked and the dumpster must be covered by close of business each day. **Daily maintenance is required.**
3. No heavy equipment or trailers are permitted to be stored, overnight or on the weekends, at the construction site without first obtaining a special exception permit, which requires the payment of fee, from the Town.
4. Blocking of the Town's roadways will not be tolerated. Parking along the curbs of the Town's roadways is not allowed. Each contractor must monitor and supply ample parking for their employees and visitors travelling to the site. Scheduling of concrete pours and all phases of construction that may require trucks and or heavy equipment vehicles to be stationed on the Town's road ways must supply a certified flagman to direct traffic or make arrangements for an office duty officer from the Town, in addition sites on Ocean Boulevard will require a Florida Department of Transportation lane closure permit.
5. During the course of construction or demolition work being done on any premises, it shall not be permitted for any person to cause, permit or allow the emissions of particulate matter from any source whatsoever, including, but not limited to, incidents caused by vehicular movement, transportation of materials, construction, alteration, demolition or wrecking of buildings or structures, or the stockpiling of sand or dirt, without taking reasonable precautions to prevent such emissions or to preclude fugitive particulates that may trespass on neighboring properties during dry and windy weather. In the case of stockpiled particulate materials, such materials shall be stabilized

by adequate coverings, by wetting or by chemical application to the satisfaction of the Town's Officials.

6. Construction sites and neighboring properties are to be maintained in a clean condition at all times and any papers, litter, dirt, dust and/or construction materials are to be disposed of and/or secured at the end of each day's work by placement in the trash container provided at the construction site. All trash containers must be covered nightly and on weekends as required by our code. Daily maintenance is required.

7. Gravel entry areas into the construction site are to be maintained as to eliminate standing water and runoff into the roadway. All water discharge must adhere to NPDES standards.

8. High grass and weeds are to be cut and maintained as to not create a public nuisance. Daily maintenance is required.

9. All areas surrounding construction sites, especially the Town's roadways, which are affected by dust, dirt and debris from the construction site. Each site shall be swept clean of such dust, dirt and debris a minimum of two times per day; at least one of which must be at the conclusion of work for that day. Daily maintenance is required.

10. All construction debris not placed in a dumpster shall be removed from the construction site within twenty-four (24) hours.

11. Pools under construction shall be kept clean of any debris and water buildup until such time as the pool is properly filtered. All standing water in pools under construction or not in use must be properly treated to eliminate algae, insects, etc.

12. It is not be permitted for any person to store any material in an unsecured area, which is deemed unsafe, or a danger to those accessing the site. It is not be permitted to store any construction materials in any manner whereby the material or a portion of the materials is stored outside the legal boundaries of the site. Reasonable exceptions to this subsection, for a reasonable period of time, may be considered on a case-by-case basis by obtaining permission by the Town Manager.

13. All exposed rebar shall be capped as required by OSHA. For Any exposed uncapped rebar a violation of life safety will be issued to the property.

14. **Sidewalk, Curb and Gutter Repair/ Replacement- all zones:** The qualifier or applicant are in agreement that any damages caused to the Town's infrastructure by the contractor or the owner's employees or agents, shall be repaired and/or replaced at the expense of the contractor and/or owner as directed by the Town of Golden Beach.

15. **Survey Discrepancies- only applicable to the 600 block on Golden Beach Drive:** We have received inaccurate surveys generating from properties located at the north end of Golden Beach Drive in the area of the 600 Block; an incorrect monument marker had been used for construction of certain properties that caused property line discrepancies. The Town of Golden Beach is advising to use the correct monument marker south of the corner property location 600 Golden Beach Drive; Miami-Dade County Benchmark #E-203 .

16. **Construction Site Retention Wall Requirement for New Construction- all zones:** Effective November 18, 2015, anyone applying for a new construction building permit must install and complete a retaining wall along the back and sides of the property upon or before installing the building foundation. Structural retaining walls will require a minimum 4 foot stem wall. When structural retention walls are used

the retention walls must be erected to a minimum height of 4 feet in sections as the temporary construction fence is partly removed to allow for installation. Once stem walls have been installed, the temporary fence must be re-installed, the only exception being if a permanent masonry wall has been erected closing off the property. Property must be secured prior to the inspection of the first floor slab. (Town Code Section 66-6 (i))

17. Seawalls and Docks and Extension of Deck of Dock- only applicable Zones 3 only- Intercoastal properties: Being duly sworn, deposes and says: That He/She is the Owner named in the permit application for construction or other related work to be performed on, or in connection with, the premises, as indicated above, and is in agreement that granting of a permit for construction on said premises, agrees to repair, or replace said seawall in question, to a conforming minimum 3.425 feet above NAVD-88 or to a maximum 4.425 feet NAVD-88 elevation and to replace/and or repair any deteriorated seawall or portion thereof, as required by the Town's Code of Ordinances, Article IV "Seawalls and Docks, The Miami Dade County DERM Division, State of Florida DEP Coastal Division, the Army Corp of Engineers (if applicable) and the current Florida Building Code.

For general historical information only, the May 8, 2018 amendment to this section, converted measurements from NGVD to NAVD resulting in revised seawall heights from a minimum 4 feet NGVD to a minimum 5 feet NGVD and from a maximum 5 feet NGVD to a maximum 6 feet NGVD.

18. Violation of this section **shall constitute grounds for the issuance of a stop work order** by the Town Manager, the Town Manager's designee, and/or the building official in accordance with the provisions of the Town's Code of Ordinances and the Florida Building Code. **A civil violation fine will be imposed upon the property** for each infraction committed in accordance with the Town's Code of Ordinances.

Agreed to and Accepted by:

Company Name

Signature of the Qualifier for the Corporation

Print Qualifier's Name:

Sworn to and subscribed before me this _____ day of _____, 20 _____

Notary Public State of Florida (seal)

105.4.1 Permit intent. A permit issued shall be

construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

105.4.1.1 If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

105.4.1.2 If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued or the original permit reinstated on application, providing the work in place and the work required to complete the structure meets all applicable regulations in effect at the time the application was submitted for the initial permit and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit or the date of the reinstatement of the original permit. Applicable regulations which may have become effective between the date of the original permit application and the date of issuance of the new permit or reinstated permit may be modified if their application clearly would be impractical in the judgment of the building official, but only where it is clearly evident a reasonable degree of safety is maintained.

105.4.1.3 **Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.** This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process.

105.4.1.4 The fee for renewal reissuance and extension of a permit shall be set forth by the administrative authority.

TOWN OF GOLDEN BEACH
ACKNOWLEDGEMENT and AFFIDAVIT BY OWNER
Chapter 46-85 Height of Seawalls and Docks and Extension of Deck of Dock.
of the Code of Ordinances
Article IV Seawalls and Docks.

Affidavit by Owner: _____

Folio No.: _____ Address: _____

Legal Description: _____

Being duly sworn, deposes and says: That He/She is the Owner named in the permit application for construction or other related work to be performed on, or in connection with, the premises, as indicated above, and is in agreement that granting of a permit for construction on said premises, agrees to repair, or replace said seawall in question, to a conforming minimum 3.425 feet above NAVD-88 or to a maximum 4.425 feet NAVD-88 elevation and to replace/and or repair any deteriorated seawall or portion thereof, as required by the Town's Code of Ordinances, Article IV "Seawalls and Docks, The Miami Dade County DERM Division, State of Florida DEP Coastal Division, the Army Corp of Engineers (if applicable) and the current Florida Building Code.

For general historical information only, the May 8, 2018 amendment to this section, converted measurements from NGVD to NAVD resulting in revised seawall heights from a minimum 4 feet NGVD to a minimum 5 feet NGVD and from a maximum 5 feet NGVD to a maximum 6 feet NGVD

Signature of Owner or Legal Representative
Print Name: _____

Sworn to and subscribed before me this _____ day of _____ 20_____

Notary Public State of Florida at Large

_____ Personally know to me _____ Produced Identification

TOWN OF GOLDEN BEACH
ACKNOWLEDGEMENT and NOTIFICATION TO CONTRACTOR
Survey Discrepancies - 600 Block Golden Beach Drive

We have received inaccurate surveys generating from properties located at the north end of Golden Beach Drive in the area of the 600 Block, an incorrect monument marker had been used for construction of certain properties that caused property line discrepancies'. The Town of Golden Beach is advising to use the correct monument marker south of the corner property location 600 Golden Beach Drive; Miami-Dade County Benchmark #E-203 .

Signature of Qualifier for Contractor of Record
Print Name:_____

Sworn to and subscribed before me this _____ day of, 20_____

Notary Public State of Florida at Large

_____Personally know to me _____Produced Identification

TOWN OF GOLDEN BEACH
ACKNOWLEDGEMENT and AFFIDAVIT
BY OWNER AND CONTRACTOR
SIDEWALK, CURB AND GUTTER REPAIR/REPLACEMENT

Affidavit by Owner and Qualifier for Contractor:

Folio # 19-1235.: _____ Address: _____

Legal Description: _____

Being duly sworn, deposes and says: That He/She is the licensed qualifier, for the company named in the permit application for construction, in connection with the premises as indicated above. The qualifier/applicant and owner of the property are in agreement that any damages caused to the Town's infrastructure by the contractor or the owner's employees or agents, shall be repaired and/or replaced at the expense of the contractor and/or owner as directed by the Town of Golden Beach.

Signature of Owner or Legal Representative
Print Name: _____

Sworn to and subscribed before me this _____ day of, 20 _____

Notary Public State of Florida at Large

_____ Personally know to me _____ Produced Identification

Signature of Qualifier
Print Name: _____

Sworn to and subscribed before me this _____ day of, 20 _____

Notary Public State of Florida at Large

_____ Personally know to me _____ Produced Identification

TOWN OF GOLDEN BEACH
ACKNOWLEDGEMENT BY CONTRACTOR:
CONSTRUCTION SITE
RETENTION WALL REQUIREMENTS
FOR NEW CONSTRUCTION

Effective November 18, 2015, anyone applying for a new construction building permit must install and complete a retaining wall along the back and sides of the property upon or before installing the building foundation. Structural retaining walls will require a minimum 4 foot stem wall.

When structural retention walls are used the retention walls must be erected to a minimum height of 4 feet in sections as the temporary construction fence is partly removed to allow for installation. Once stem walls have been installed, the temporary fence must be re-installed, the only exception being if a permanent masonry wall has been erected closing off the property. Property must be secured prior to the inspection of the first floor slab. (Town Code Section 66-6 (i))

Company Name: _____

Signature of Qualifier for Contractor of Record

Print Name: _____

Sworn to and subscribed before me this _____ day of, 20____

Notary Public State of Florida at Large

_____ Personally know to me

_____ Produced Identification