



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

REQUIRED DOCUMENTS

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) _____
3. Temporary construction fence permit showing placement _____
4. Portable toilet permit _____
5. Main 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 .075% of the estimated cost of work. _____
 - c. Copy of signed contract between owner and contractor _____
6. Division of Water Resource Management – Coastal Construction Control Line
Permit – Ocean Front Properties _____
7. R.E.R. sewer allocation approval letter. _____
8. R.E.R. landscaping and/or tree removal permit _____
9. R.E.R. grading and drainage approval _____
10. R.E.R. underground water discharge approval (if applicable) _____
11. R.E.R. final approval _____
12. North Miami Beach approval for water. _____
13. Proof of Impact fee payment from Miami-Dade County. _____
14. Affidavit of Seawall Conformity _____
15. Two sets of:
 - a. Signed and sealed architectural, structural, electrical, plumbing,
mechanical, landscaping, demolition, grading and drainage plans _____
 - b. Copy of plan approval from the Building Advisory Board. _____
16. Two sets of each:
 - a. Structural calculations (8 ½ x 11) _____
 - b. Energy calculations _____
 - c. Certificate of Elevation and Survey _____
 - d. Soil Bearing Capacity Report _____
 - e. Grading & Drainage calculations _____
 - f. Florida Building Code Special Inspector forms _____
 - g. Product Control Approvals for all windows & doors _____

Copy distributed to:

Contractor: _____

Date: _____



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

Miami-Dade County DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES (RER)
(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
24 hour hotline: (305) 372-6955

Miami-Dade County IMPACT FEE DIVISION

Address: 11805 SW 26th Street (Coral Way)
Miami, Florida
Telephone: (786) 316-2670
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) 665-7471

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: 73 W Flagler St, Suite 136
Miami, FL. 33130
Phone: (305) 275-1155



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*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