



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 .075% 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 1/2 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@miamidade.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



**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



TOWN OF GOLDEN BEACH
ACKNOWLEDGEMENT and AFFIDAVIT BY OWNER
Chapter 46 Waterways of the Code of Ordinances
Article IV Seawalls and Docks.

#6

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, if deteriorated or not to a conforming 4 foot elevation as required by the Town's Code of Ordinances, Article IV "Seawalls and Docks, Ordinance Numbers 417.96(a), 514.06, and 517.06, The Dept. of Regulatory and Economic Resources, and the Florida Building Code 2010.

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 BY CONTRACTOR:
CONSTRUCTION SITE
RETENTION WALL REQUIREMENTS
FOR NEW CONSTRUCTION

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Property Address: _____

Permit Ref: _____

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.

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

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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 No.: 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
BUILDING & ZONING DEPARTMENT
NOTICE TO CONTRACTORS
Mandatory Requirements for Construction Site Cleanliness
and Construction Site Safety

Handwritten: 11/5/2016

Date: _____

Company Name: _____

Qualifier Name: _____

Contact Phone: _____

EMAIL address: _____

1. Construction work start time in Town is 8:00am. No work is to start or the gates to be open prior to 8:00am, all construction work at sites are to stop by 6:00pm, 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.**



**TOWN OF GOLDEN BEACH
BUILDING & ZONING DEPARTMENT
NOTICE TO CONTRACTORS
Mandatory Requirements for Construction Site Cleanliness
and Construction Site Safety**

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. **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 at Large (seal)

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

#6

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