



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  
New Construction/Addition/Remodel Permit Documentation Log

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**

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**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](mailto:derm@maimidade.gov)

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

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

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**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)**

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

Address: 17050 N.E. 19<sup>th</sup> Avenue  
North Miami Beach, Fl. 33162  
Telephone: (305) 948-2932

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**Miami-Dade County CLERK'S RECORDING OFFICE**

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



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

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*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](mailto:Celora.A.Jackson@dep.state.fl.us)

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

*Address:* District VI  
1000 N.W. 111<sup>th</sup> 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		QUALIFIER SIGNATURE
NAME		_____
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

The following documents need to be submitted along with the contractor registration form: Copies of all your licenses, Qualifiers driver's license, Liability and Worker's Compensation Certificate(s) of Insurance addressed to the Town of Golden Beach, One Golden Beach, Golden Beach, FL 33160. Certificate of Insurance need to be sent directly from the Insurance Agent to [inspections@goldenbeach.us](mailto:inspections@goldenbeach.us) or fax to 305-933-3825 and a copy attached with your registration.

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](http://www.goldenbeach.us)

FOR OFFICE USE ONLY

Process No: \_\_\_\_\_  
Date Applied \_\_\_\_\_  
Clerk \_\_\_\_\_

Master Permit Number: \_\_\_\_\_

## PERMIT APPLICATION

Master Sub- Permit

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

<b>8. OWNER INFORMATION</b>	Print Name _____	Owner's Signature _____	<b>9. QUALIFIER INFORMATION</b>	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		
				<b>Total Fees</b>		



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

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

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**Company Name:** \_\_\_\_\_

**Town Registration number (CR #):** \_\_\_\_\_

**Qualifier Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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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

# NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. \_\_\_\_\_ TAX FOLIO NO. \_\_\_\_\_

STATE OF FLORIDA:

COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Space above reserved for use of recording office

1. Legal description of property and street/address: \_\_\_\_\_

2. Description of improvement: \_\_\_\_\_

3. Owner(s) name and address: \_\_\_\_\_

Interest in property: \_\_\_\_\_

Name and address of fee simple titleholder: \_\_\_\_\_

4. Contractor's name, address and phone number: \_\_\_\_\_

5. Surety: (Payment bond required by owner from contractor, if any)

Name, address and phone number: \_\_\_\_\_

Amount of bond \$ \_\_\_\_\_

6. Lender's name and address: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes,

Name, address and phone number: \_\_\_\_\_

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name, address and phone number: \_\_\_\_\_

9. Expiration date of this Notice of Commencement: \_\_\_\_\_

(the expiration date is 1 year from the date of recording unless a different date is specified)

**WARNING TO OWNER:** ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13. FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/Manager

Prepared By \_\_\_\_\_ Prepared By \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title/Office \_\_\_\_\_ Title/Office \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_.

By \_\_\_\_\_

☐ Individually, or ☐ as \_\_\_\_\_ for \_\_\_\_\_

☐ Personally known, or ☐ produced the following type of identification: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Print Name: \_\_\_\_\_

(SEAL)

## VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true, to the best of my knowledge and belief.

Signature(s) of Owner(s) or Owner(s)'s Authorized Officer/Director/Partner/Manager who signed above:

By \_\_\_\_\_ By \_\_\_\_\_



This instrument prepared by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE OF TERMINATION**  
(of Notice of Commencement)

STATE OF FLORIDA:

COUNTY OF MIAMI-DADE:

Space above reserved for use of recording office

The undersigned hereby gives notice that the effective period of that certain Notice of Commencement dated \_\_\_\_\_, recorded in O.R. Book/Page \_\_\_\_\_/\_\_\_\_\_ of the Public Records of Dade County, Florida, will terminate; and, in accordance with Section 713.132, Florida Statutes, the following information is provided:

1. The date and recording information for the Notice of Commencement being terminated are as described above, and all information contained therein is hereby expressly incorporated into this NOTICE OF TERMINATION.
2. The Notice of Commencement shall be terminated as of \_\_\_\_\_, or 30 days from the recording date of this Notice of Termination, whichever date is later.
3. This Notice of Termination applies to:  
☐ all the real property subject to the above described Notice of Commencement.  
☐ only to the portion of such real property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. All lienors have been paid in full or prorata in accordance with Section 713.06(4), Florida Statutes.
5. A copy of this notice has been served on the contractor and on each lienor who has given notice, if any.

Owner Signature: \_\_\_\_\_

Print Name \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Print Name \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
by: \_\_\_\_\_

Personally known to me, or produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

seal

**Exhibit attached:**

- ☐ Contractor's Final Payment Affidavit
- ☐ Property Legal Description
- ☐ Copy of Notice of Commencement

RELEASE OF LIEN AND AFFIDAVIT

Space above reserved for use of recording office

1. The undersigned contractor, for an in consideration of the payments of the sum of \_\_\_\_\_ paid by receipt of which is hereby acknowledged, hereby releases and quit claims to \_\_\_\_\_, the owner of the hereinafter described property, all liens, lien rights, claims or demands of any kind whatsoever, which the undersigned now has to might have against the building located on, or premises legally described as \_\_\_\_\_

on account of labor performed and/or materials furnished for the construction of any such improvements on said premises.  
2. All labor and materials used by the undersigned in the erection of said improvements have been paid in full, except as follows: \_\_\_\_\_

3. All lienors furnishing labor, services, or materials for said improvements have been paid in full, except as follows: \_\_\_\_\_

4. This instrument is executed and delivered to the owner in compliance with Chapter 713, Florida Statutes.  
5. The undersigned contractors does hereby consent to the payment by the owner of all lienors giving notice and those lienors above named.

IN WITNESS WHEREOF, I have hereunto set by hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
Witnesses:

1. \_\_\_\_\_ (SEAL)  
(Contractor)  
2. \_\_\_\_\_ By \_\_\_\_\_  
(President)

STATE OF FLORIDA:  
COUNTY OF MIAMI-DADE:

I, hereby acknowledge that the statements contained in the foregoing Release of Lien and Affidavit are true and correct. Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_  
Print Notary's Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



## MIAMI-DADE COUNTY CONSTRUCTION LIEN LAW FOR OWNERS

**NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.**

### WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$2,500.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$5000.00 in value. This notice must be signed by you, the property owner.

Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

### YOU MUST FILE A NOTICE OF COMMENCEMENT

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent.

The Notice of Commencement form, provided with this information packet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded.

If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded.

You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

Florida law requires the Building and Neighborhood Compliance Department to be a second source of information concerning the improvements made on real property. The Building Permit Application (included with this packet) has been expanded to include information on the construction lender and the contractor's surety, if any. The new application requires your signature or your agent's, to inform you of the Construction Lien Law.

### YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE

By law, the Building and Neighborhood Compliance Department is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1)(d)).

### NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

### RELEASE FROM LIEN FROM CONTRACTOR

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor.

If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney.

The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

### RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

**Documents are recorded at the Clerk of the Courts, MIAMI-DADE COUNTY RECORDER, COURTHOUSE EAST, 22 N.W. First Street, 1st Floor, Miami, FL 33128.**

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose the recording fee (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on fees and recording documents call (305) 275-1155.