



## 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

**ATTACH COPIES OF ALL LICENSES, PHOTO ID OF QUALIFIER WITH SIGNATURE, CERTIFICATE OF INSURANCE WITH THE TOWN OF GOLDEN BEACH, 1 GOLDEN BEACH DRIVE, GOLDEN BEACH, FL 33160 AS CERTIFICATE HOLDER AND THE QUALIFIER'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**  
**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 major re-construction and 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.

19. **Notice of Commencement-** 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 \$7,500.00 in value. Please find attached form if applicable.

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. You are required to schedule with the town within 7 days after the issuance of your permit, if applicable; the first inspection to verify (NOC inspection). Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection. You are also required to provide the town with a copy. It can be emailed (please reference the permit number) to [inspections@goldenbeach.us](mailto:inspections@goldenbeach.us) or it can be handed to the inspector at the time of the inspection.

20. **Covid- Action Plan and Reporting Requirements (Administrative Order 2020-038)-**

1. Companies need to take proactive measures to ensure their personnel do not report to work sick. Subcontractors should be encouraged to do the same. Field teams should maintain constant communication with their subcontractors and be vigilant for obviously sick persons in the field. Any employees reporting to work sick should be sent home.
2. Each construction site will need to file with the Town of Golden Beach an action plan on how they propose to implement the Corona Virus measures for the protection of their workers and the Town's residents. Your action plan needs to be submitted and approved by the Town's administration prior to the start of any construction activity.
3. All construction personnel must remain in their job construction site. Any construction personnel found wandering through the Town or its' facilities may cause the site to be closed for non-compliance.

Infractions for Non-Compliance:

- a. First time violation/non-compliance: a Warning will be issued

- b. Second time violation/non-compliance: a \$500.00 Civil Violation will be issued
- c. Third time violation/non-compliance: Suspension of all construction site work for 5 working days.

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 \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida (seal)

# **Town of Golden Beach Construction Site Action Plan Covid-19 – 4/29/2020**

## **Introduction**

The Town of Golden Beach would like to thank everyone for their patience during this trying time.

We have outlined criteria for a back to work plan below. Please read the requirements below carefully as it pertains to your construction site.

## **Construction Site Requirements**

### **A. Action Plan and Reporting Requirements**

1. Companies need to take proactive measures to ensure their personnel do not report to work sick. Subcontractors should be encouraged to do the same. Field teams should maintain constant communication with their subcontractors and be vigilant for obviously sick persons in the field. Any employees reporting to work sick should be sent home.
2. Each construction site will need to file with the Town of Golden Beach an action plan on how they propose to implement the Corona Virus measures for the protection of their workers and the Town's residents. Your action plan needs to be submitted and approved by the Town's administration prior to the start of any construction activity.

### **B. Construction Site Best Practice Requirements**

All construction sites must maintain the following procedures to deter the spread of the virus or risk closure of the site for non-compliance.

1. Contractors with construction sites shall maintain the sites in a neat and orderly manner and shall keep sites free of construction debris and trash at all times in compliance with the Town of Golden Beach Ordinances.
2. General Contractors shall strictly adhere to CDC guidelines and Joint Construction Industry Commitment issued on March 23, 2020: Pledge to Reduce the

at all times. You will be responsible to monitor your workers or risk closure of the site for non-compliance.

4. A hand washing station, soap and water, will be required to be installed at the entrance within the job site to assure constant hand sanitizing.
5. Contractor's must provide alcohol-based hand sanitizer stations within the site (that contains at least 60% alcohol), and require the use of the alcohol-based hand sanitizer before entering and leaving the constructions sites.
6. All workers must use personal protective equipment, including gloves, goggles/glasses, and masks/respiratory protection at ALL TIMES.
7. Temporary structures, portable toilets, and other such construction site equipment shall be maintained securely fastened to the ground, emptied regularly, or removed from the site.
8. Construction dumpsters shall be emptied regularly, fastened, covered, secured or removed from the site.
9. Shoring shall be properly secured pursuant to EOR-approved shop drawings and Special Inspector Plan.
10. Loose Building materials shall be bundled, fastened, secured or removed from the site.
11. Pools shall be free from standing water, garbage or debris that can cause a public hazard.
12. Portable toilets MUST have a form of disinfectant stationed outside the unit and inside the unit for employees to be able to sanitize after each use.  
  
Cleaning should be conducted with disposable gloves on and should be done using recommendations from the Centers for Disease Control (CDC).
13. All sites are required to wet down their sites to prevent dust from traveling to adjacent properties.

### **Construction Site Personnel**

1. A log of your worker's temperatures must be maintained at the site.
2. Contact information for the employee responsible for your construction site for communications with the Town must be provided.

4. Utilize “social distancing” by maintaining a 6-foot distance from other individuals on the site, especially in enclosed spaces.
5. All construction personnel are required to be confined to the construction site. Any construction personnel found wandering through the Town or its’ facilities may cause the site to be closed for non-compliance.

**Infractions for Non-Compliance:**

First time violation/non-compliance: a Warning will be issued

Second time violation/non-compliance: a \$500.00 Civil Violation will be issued

Third time violation/non-compliance: Suspension of all construction site work for 5 working days.

6. No vendor food trucks will be permitted in Town. All employees are required to bring their own meals to the site and consume meals on-site. You must provide a place with safe social distancing for your workers during all breaks within you site.
7. Construction site work hours are: Monday through Friday 8am – 6pm.

**C. Conclusion**

The main goal of the Town is to provide the best protection under these guidelines our main goal is to:

1. Protect the residents of the Town of Golden Beach
2. Create a safe construction site work place during this crisis.
3. The rules will remain in effect until further notice as outlined in Administrative Order 2020-038

We thank you for your cooperating efforts. All questions should be directed by email to: [lepperson@goldenbeach.us](mailto:lepperson@goldenbeach.us)

Thank you





# TOWN OF GOLDEN BEACH

One Golden Beach Drive, Golden Beach, FL 33160

Phone: (305) 932-0744 Facsimile: 933-3825

## ACKNOWLEDGEMENT

I, \_\_\_\_\_ acknowledge that I received the Construction site Action Plan requirements see (Administrative Order 2020-038)

1. Companies need to take proactive measures to ensure their personnel do not report to work sick. Subcontractors should be encouraged to do the same. Field teams should maintain constant communication with their subcontractors and be vigilant for obviously sick persons in the field. Any employees reporting to work sick should be sent home.
2. Each construction site will need to file with the Town of Golden Beach an action plan on how they propose to implement the Corona Virus measures for the protection of their workers and the Town's residents. Your action plan needs to be submitted and approved by the Town's administration prior to the start of any construction activity.
3. All construction personnel must remain in their job construction site. Any construction personnel found wandering through the Town or its' facilities may cause the site to be closed for non-compliance.

### Infractions for Non-Compliance:

- a. First time violation/non-compliance: a Warning will be issued
- b. Second time violation/non-compliance: a \$500.00 Civil Violation will be issued
- c. Third time violation/non-compliance: Suspension of all construction site work for 5 working days.

I have completed the required information below in order for the Department to notify us on when we can proceed with the work.

Date: \_\_\_\_\_

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

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

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

Name of Party to be Notified: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

Main Company phone number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

s/Building forms/Covid 19 Acknowledgement

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.

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 \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida at Large (seal)

Town of Golden Beach  
Building and Zoning Department  
s/building forms/permit expiration and the law.

**Sec. 14-84. - Construction sounds.**

The construction (including excavating), demolition, alteration, or renovation of any structure, gazebo, dock, home or building on Saturday, Sunday and any time other than between the hours of 8:00 a.m. and 6:00 p.m. on any weekday is prohibited. Such activity is also prohibited on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day. In case of urgent necessity in the interest of public health and safety, a permit to allow activity prohibited by this section may be granted by the Town Manager or his designee for a period not to exceed three consecutive working days or less while the emergency continues. Such permit shall contain conditions relating to the work and providing safeguards to the surrounding residences and their occupants and may be renewed for successive periods of three days or less while the emergency continues and if a substantial hardship exists. Violation of the conditions combined within the permit shall result in immediate revocation of the permit and shall automatically authorize the Town authorities to cause the work to cease. In addition to cessation of the work, violation of the permit conditions subject the property owner to a fine. If the Town Manager or his designee should determine that the public health and safety necessitates the issuance of such a permit and such issuance will not unduly impair the public health and safety a permit may be issued by the Town Manager or his designee to allow the erection, demolition, alteration or repair of any structure, gazebo, dock, home or building or excavation of streets and highways within the hours of 6:00 p.m. and 8:00 a.m. of the following day or on Saturday, Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day for such work to be done within such hours or within a shorter time period during such hours, upon application being made at the time the permit for the work is issued or during the progress of the work.

(Code 1989, § 14.08; Ord. No. 406.95, § 1, 6-20-95; Ord. No. 475.2003, § 1, 11-19-02)

**Cross reference—** Buildings and building regulations, ch. 50.