



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 1% 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) _____



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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@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) 948-2932

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
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.



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: _____

PERMIT APPLICATION

Master Sub- Permit

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