

# TOWN OF GOLDEN BEACH ON-LINE PERMITTING

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PROCESSING  
INFORMATION  
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FOR  
CONTRACTORS  
AND RESIDENTS

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Town of Golden  
Beach

Building Department

305-932-0744 extension 234 or  
237

The following are Instructions on how to apply for online permitting:

1. The Town's on-line permitting will be limited to certain permits. Permits that require large signed and sealed plans will not be permitted through the online permitting system and an appointment is needed for submittal to the department. Appointments can be made through the Town's website by accessing the Building Department Portal.
2. All Contractors must be registered with the Town, have a valid email account, PDF software, and have access to the Town's website in order to apply on-line.
3. To start the process you must first check with our department to see if you are registered and that your current contractor information/registration is up-to-date in the system.
4. If your Company is in a current status you can apply by accessing the Town's website at [www.goldenbeach.us](http://www.goldenbeach.us), you then access the Building Department section where you will find a button referred to as "on-line permitting applications – Apply Now".
5. Once you click on this access button a form will appear called "online permit application", which looks like this:

Company Name \*      Fill in your Company Name

Qualifier Name \*      Fill in the Qualifier's Name

Contractor Number (Last 4 Digits) \*      Fill in the last four digits found on the Contractor Registration Form.

Phone \*      A phone number must be supplied

Email \*      A valid email account is required.

Permit Type      A drop down box is provided for all permits, building, electrical mechanical, etc. Select your permit preference

File Upload

Select Files

These buttons are used to upload your completed permit application and any backup that is required.

6. Once you complete the form and click the submit button you will receive a (no-reply) email stating that a representative of the department will verify your information.

7. Upon verification and input of your information an invoice for the initial process fee we be sent to you for payment to the email account on file. When you receive your invoice you can make payment by sending us a PDF of your issued check by responding to our email you received, or by sending a payment check in the mail to: Town of Golden Beach, 1 Golden Beach Drive, Golden Beach, FL. 33160, Attention: Building Department – Payment Enclosed.
8. Once your payment is received your application will be routed to the appropriate plans examiner for approval. Should your application not receive an approval you will be sent comments to the email account on file for resubmittal of the corrected information required.
9. Upon approval of your application, a staff member will calculate the fees due the Town and email you the invoice for payment, and notify you that your application has been approved, your options for payment remain the same as stipulated in paragraph 7 above.
10. Once your payment is received and posted you will receive an email with your approved permit and backup documents, if applicable.
11. You will then be permitted to move forward with your construction schedule and call in for inspections.
12. Below is a schedule of permissible permits, plan and the backup requirements, if any, all permits submitted require a permit application and a copy of the signed contract between the Owner and Contractor:

**BUILDING**

Bathroom Remodel	Requires an elevation plan outlining plumbing, electrical and mechanical locations. Plan format to be sized at 11" x 17" and survey
Kitchen Remodel	Requires an elevation plan outlining plumbing, electrical and mechanical locations. Plan format to be sized at 11" x 17" and survey
Demolition Main Structure	Requires documentation log to be completed and all letters submitted, along with regrading and revegetation plan.
Front Door	Elevation Plan showing wind pressures (11" x 17") and a copy of the Notice of Acceptance.
Garage Door	Elevation Plan showing wind pressures (11" x 17") and a copy of the Notice of Acceptance.
Fencing	Survey showing placement and type of fence Wind Load calculations, custom fencing require engineering calculations.
Gates	Survey showing placement and type of Gate(s) Wind Load calculations, custom gates require engineering calculations
Flooring	Type of Flooring and square footage to be installed
Gutters	Plan outline (11" x 17") for placement location
Roofing	Roofing form with applicable Notice of Acceptance
Storm Shutters	Plan outline (11" x 17") for placement location and applicable Notice of Acceptance.
Temp Const Trailer	Survey outlining placement and setbacks, include documentation on securing trailer and any hookups required.
Temp Const Fencing	Copy of survey outlining placement of fencing.

## **ELECTRICAL**

Subcontractor Submittals to Master Permit	Includes Kitchen and Bathroom Remodels, Gates, Home Remodels, New Construction, (electrical, plumbing and mechanical only) based on a Master permit and applicable signed/sealed approved plans on file
Service change/repairs	11" x 17" plan showing existing panel and line connection location. Signed by Master Electrician
Boat Dock Pedestal or Lift	A copy of the Pedestal Brochure, along with a survey marking the connection from the dock to the panel for the Pedestal or Lift. Signed by Master Electrician
Pool	Must have a master plan on file with approved Elect
Temporary Construction Electrical Pole	11" x 17" plan showing temporary pole and connections to main electric – Signed by Master Electrician
Temp for Test	Completion of Temporary for Test form
Electric Car Charging Station	11" x 17" plan with a one line diagram showing connection to electric. Signed by Master Electrician

## **MECHANICAL**

Subcontractor Submittal to Master Permit	Includes Kitchen and Bathroom Remodels, Home Remodels, New Construction,(electrical, plumbing and mechanical only), based on a Master permit and applicable signed/sealed approved plans on file
Pool Heater	For Electrical Pool Heaters – If Master Plan on file Mechanical & Electrical permit for change out, <a href="#">Air Conditioning Replacement Sheet</a> completely filled out with electrical information including contractor signature, Equipment AHRI Certification Sheet, Product approvals or engineered details for attachment of the equipment, Equipment tie downs must be highlighted on the engineered NOA, Provide a survey or aerial indicating the location and setback of mechanical equipment. If visible from public right of way indicate the method of screening (i.e. landscape, fence, etc.)
A/C Change Out	

## **PLUMBING**

Subcontractor Submittals to Master Permit	Includes Kitchen and Bathroom Remodels, Gates, Home Remodels, New Construction, (electrical, plumbing, mechanical only). based on a Master permit and applicable signed/sealed approved plans on file
Discharge Well	Master Pool Plan on file showing location of Well
Water Meters	11" x 17" plan elevation showing location of meters, also requires a Public Works permit with same info.
Backflow preventer	Permit application only.
Hot Water Heaters	Permit application only
Pool Plumbing	Master pool plan on file showing plumbing
Portable Toilet	Permit application only.

**PUBLIC WORKS**

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Gravel entry	New const, additions, large remodels, Demolitions. A copy of the survey outlining the areas where gravel placement will occur
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**ZONING**

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Paint Color	A completed exterior paint color approval form, paint swatches, and the elevation – There is no charge for this submittal
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**OTHER**

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Contractor Registration	Requires Contractor registration form and copies of licenses and insurance attachments
Change of Contractor	Requires Hold Harmless & Change of Contractor form, fee \$300.00, New contractor to register with Town, new permit application signed by the new contractor and owner with the new of cost or work, and a field check inspection is required.
Renewal permit	Requires a permit application fully executed and fee for the permit renewal.

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If you have any questions or comments, please call or email us at:  
[inspections@goldenbeach.us](mailto:inspections@goldenbeach.us)

We want to thank you for taking this opportunity to use our on-line service and hope that it has made working with the Town and your life a little more easier.

Warm Regards  
Linda Epperson  
Building and Zoning Director