



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: _____
 Master Sub- Permit

PERMIT APPLICATION

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



TOWN OF GOLDEN BEACH

One Golden Beach Drive, Golden Beach, FL 33160

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

SUBMITTAL CHECKLIST

To: Town of Golden Beach
1 Golden Beach Drive,
Golden Beach, FL 33160

Phone: (305)932-0744 ● Email: onlinepermits@goldenbeach.us

Date ___/___/___

Permit Number: _____

Project/ Reference: _____

For Review By: (check all applicable spaces)

Zoning Civil/ Drainage Building Structural Mechanical Electrical Plumbing
Landscape Public Works

From: _____

Address: _____

E-Mail Address: _____

Contact: _____

Phone: (____) _____

Fax: (____) _____

WE ARE SUBMITTING TO YOU (CROSS)

online submission
initial (original) set of plans
corrected (non-permitted) plans
revised (permitted) plans
sub-permits
shop drawings:
wood trusses
glass/glazing
product approvals
other _____

executed contract
final survey
spot survey
energy (insulation) certification
special inspector letter / form
soil reports
inspection reports
pile logs
turtle glass I.D. (Zone 1)
wind loads
structural steel
outside agencies
energy calculations
site plans
other _____

PLANS SUBMITTED: (CROSS)

Architectural
Sheet # _____

Structural
Sheet # _____

Electrical
Sheet # _____

Mechanical
Sheet # _____

Plumbing
Sheet # _____

Zoning
Sheet # _____

Civil
Sheet # _____

Landscape
Sheet # _____

PLANS MUST BE IN THE FOLLOWING ORDER:

G for General Sheets: Cover sheet, plan index, and location plans.

A for Architectural drawing

C for Civil drawings

S for Structural

M for Mechanical

E for Electric

P for Plumbing

IR for Irrigation

L for Landscaping

DERM approved plans

Special Instructions

For Departmental Use Only:

Received by: _____ Date: ___/___/___

PERMIT APPLICATION CHECKLIST

GENERAL

Please verify that your permit application package contains **all applicable items which are *required for permit issuance***

- * Permit application (s) completely filled out (Sub-permit which can be submitted after Master Permit issuance)
- *Copy of a signed contract between the Contractor and Owner as well as any Sub-Contractors showing all costs of construction this includes labor, material and any owner supplied items required to complete construction.
- * Two (2) sets of plans drawn to scale (signed and sealed by designer when required by Code)
- * Two (2) plot plans or surveys
- * Two (2) product approvals (must submit all sheets and additional information required by the approval) for roofs, utility sheds, windows, exterior doors metal awnings, shutters skylights
- * Two (2) sets of energy calculation forms and heating / cooling load calculations.

PLANS MUST BE IN THE FOLLOWING ORDER:

- G for General Sheets: Cover sheet, plan index, and location plans.
- A for Architectural drawing
- C for Civil drawings
- S for Structural
- M for Mechanical
- E for Electric
- P for Plumbing
- IR for Irrigation
- L for Landscaping
- DERM approved plans

STAMPING PLANS FOR SUBMISSION: You should have two sets:

- ONE SET- for the TOWN and it should be stamped with the TOWN STAMP (BLUE STAMP)
- SECOND SET- for the JOB and it should be stamped with the JOB STAMP (RED STAMP)

Please make sure to stamp each page with the Signature stamp (BLUE BIG STAMP) ON BOTH SETS.

VOIDING PAGES: When voiding any page in the sets fold the corner of the end and staple it and stamp it with the VOID STAMP with the date it is being voided. You will then insert the correct page on top of the page being voided. NOTE: Do not remove any pages out of the sets.

CORRECTION: If voiding pages see above instruction how to void (if applicable). Stamp new pages with the RECEIVED STAMP and date submitting. A Narrative Summary is required to submit when submitting a correction/ revision.

BRAB SUBMISSION: Stamp every page except the application which only needs the first page stamped with the BRAB stamp with the BRAB meeting date. Each package shall consist of an application, survey, warranty deed, civil documentation and drawings as required. The plans shall be sized as follows: one set 11" x 17", and the other full size set 24" x 36" and 1 CD containing all drawings marked with the address. The landscape submittal should be in a separate sets.