



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 _____		
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 Roof Pool Addition Attached Driveway Gazebo-Pergola Alteration Interior Fence Demolition/ Partial Alteration Exterior Windows Generator Repair/Replace Doors _____
6. CONTACT INFO		Name _____			Folio No. 19-1235-_____		
		Address _____			Lot(s) _____ Block _____ PB _____		
6. CONTACT INFO		City _____ ST _____ Zip Code _____			Square FT. _____ Linear FT. _____		
		Lic. No. _____ Discipline _____			Estimated Value of the Work: _____		
6. CONTACT INFO		Phone No. _____			Description of Work _____		
		Name _____			_____		
6. CONTACT INFO		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
	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
Addendum to Permit Application

Date: _____

Town Use Only: **Permit No:** _____

Master Permit Number: _____

CONTRACTOR: _____

PROPERTY ADDRESS: _____

A PERMIT APPLICATION MUST ACCOMPANY THIS ADDENDUM SHEET

PLUMBING		ELECTRICAL		MECHANICAL	
ITEM DESCRIPTION	Quantity	ITEM DESCRIPTION	Quantity	ITEM DESCRIPTION	Quantity
Bath Tub		Switch Outlets		Central Heater	
Bidet		Light Outlets		A/C Central	
Disposal		Fixtures		Duct Work	
Fountains		Appliance Outlets		Refrigeration	
Floor Drains		Range Top		Mechanical Vent.	
Grease Trap		Oven		Cooling Tower	
Lavatory		Water Heater		Kitchen Hood	
Laundry Tray		Low Voltage:		BBQ Hood	
Clothes Washer		CCTV			
Shower		Security			
Pot Sinks		Fire Alarm			
Residential Sink		Lighting Control			
Urinal		Inf Technology Equip.		Other Items not Listed:	
Water Closet		Radio & Tele Equip			
Indirect Wastes		Optical Fiber Cables and			
Water Supply to:		Raceways			
A/C Unit		Lighting Control			
Fire Sprinkler		Speakers			
Heater-New Install		Data Outlets			
Heater-Replacement		Generator			
Lawn Sprinkler		Transfer Switch			
Swimming Pool		Meter Change			
Water Service		Service Change in AMPS			
Sewer Connections		Temporary Const Service			
Septic Tank		Service Repair			
Catch Basin					
Discharge Well		Other Items not Listed:			
Area Drain					
Domestic Well					
Roof Inlet					
Water Heater					
Pool Piping					
Lawn Sprinkler					
Meter Set (Gas)					
Meter Set (Water)					
Gas Piping					



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: _____

Master Permit: _____

For Review By: (check all applicable spaces)

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

Owner's name: _____

Job Address: _____

Owner's Email _____

Contact person: _____

E-Mail Address: _____

Phone: (____) _____

Fax: (____) _____

PLANS SUBMITTED: (CROSS)

Architectural
Sheet # _____

Landscape
Sheet # _____

Structural
Sheet # _____

PLANS MUST BE IN THE FOLLOWING ORDER:

Electrical
Sheet # _____

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

A for Architectural drawing

Mechanical
Sheet # _____

C for Civil drawings

S for Structural

Plumbing
Sheet # _____

M for Mechanical

E for Electric

Zoning
Sheet # _____

P for Plumbing

IR for Irrigation

Civil
Sheet # _____

L for Landscaping

DERM approved plans

WE ARE SUBMITTING TO YOU (CROSS)

online submission
initial (original) set of plans
answering comments
revision (permitted) plans
sub-permits
shop drawings- show drawing review stamp
(Architech/ Engineer of record signature)
landscape (electronic plans)- submittal
civil (electronic plans)- submittal
product approvals

executed contract
initial/ final survey
spot survey
energy (insulation) certification
special inspector letter / form
soil reports
inspection reports
pile logs
NOAs
wind loads
certificate of elevation
outside agencies
energy calculations
site plans
other _____

NOTE: Civil and Landscape plans are required to be submitted via hard copy and electronically: email to onlinepermits@goldenbeach.us make sure to reference your permit number. Please submit the day of your submission not earlier along with this submission form.

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 (in both NGVD and NAVG 88)
- * Two (2) product approvals (must submit all sheets and additional information required by the approval) for roofs, windows, exterior doors, shutters skylights
- * Two (2) sets of energy calculation forms and heating / cooling load calculations.
- *Two (2) sets of plans with the show drawing review stamp and signed by the Architect/ Engineer of record.- REQUIREMENT SHOP DRAWINGS

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.