



# TOWN OF GOLDEN BEACH

**BUILDING DEPARTMENT**  
 100 Ocean Boulevard  
 Golden Beach, FL 33160  
 Office: 305-932-0744 Fax: 305-933-3825  
[www.goldenbeach.us](http://www.goldenbeach.us)

FOR OFFICE USE ONLY	
Process No:	_____
Date Applied	_____
Clerk	_____

Master Permit Number: \_\_\_\_\_  
 Master                      Sub- Permit

## PERMIT APPLICATION

<b>1. OWNER INFORMATION</b>	Owner _____			<b>2. CONTRACTOR INFORMATION</b>	Company Name _____				
	Address _____				Qualifier Name _____				
City _____ ST _____ Zip _____			Address _____			City _____ ST _____ Zip _____			
Job Address _____			Lic. No. _____ Phone No. _____						
Phone/Email _____									
<b>3. PERMIT TYPE</b>	Choose only One	Building	<b>4. CHANGE TO AN EXISTING PERMIT</b>	Revision	<b>4. TYPE OF IMPROVEMENT</b>	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							
<b>5. ARCHITECT/ ENGINEER INFO</b>	Name _____			<b>7. LEGAL/USE/WORK VALUE</b>	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 _____			
<b>6. CONTACT INFO</b>	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.**

<b>8. OWNER INFORMATION</b>	Print Name _____	Owner's Signature _____	<b>9. QUALIFIER INFORMATION</b>	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	
				<b>Total Fees</b>	

**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

<b>PLUMBING</b>		<b>ELECTRICAL</b>		<b>MECHANICAL</b>	
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 Equipt.		Other Items not Listed:	
Water Closet		Radio & Tele Equipt			
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

100 Ocean Boulevard, Golden Beach, FL 33160  
Phone: (305) 932-0744 Facsimile: (305) 933-3825

## SUBMITTAL CHECKLIST

To: Town of Golden Beach  
100 Ocean Boulevard,  
Golden Beach, FL 33160

Date \_\_\_/\_\_\_/\_\_\_  
Permit Number: \_\_\_\_\_  
Master Permit: \_\_\_\_\_

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

### 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                      Landscape  
Sheet # \_\_\_\_\_                      Sheet # \_\_\_\_\_  
\_\_\_\_\_

Structural  
Sheet # \_\_\_\_\_  
\_\_\_\_\_

Electrical  
Sheet # \_\_\_\_\_  
\_\_\_\_\_

Mechanical  
Sheet # \_\_\_\_\_  
\_\_\_\_\_

Plumbing  
Sheet # \_\_\_\_\_  
\_\_\_\_\_

Zoning  
Sheet # \_\_\_\_\_  
\_\_\_\_\_

Civil  
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

### 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](mailto: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.