



PERMIT APPLICATION

Master Permit No. _____

Subsidiary Permit No. _____

INSTRUCTIONS - The following steps must be taken to obtain a permit from the Village of Pinecrest:

- Step 1.** Complete the attached permit application which must be signed by the property owner and qualifier. Both signatures must be notarized. Please print or type to allow for a more accurate processing of your application. If roofing work will be done, a roofing permit application must be submitted along with this permit application. Express Permits must be submitted between 8:00 a.m. and 10:00 a.m. All other permits/plans must be dropped off by 2:00 p.m. and may take up to 30 working days to be processed.
- Step 2.** Submit the completed application with all necessary documents to the Building and Planning Department for processing. During the processing of your application, you may be asked to submit additional information.

APPLICATION

Job Address: _____
 Address Apt. City State Zip

Folio Number _____ Description of Work _____
 Lot _____ Block _____
 Subdivision _____ PB _____ PG _____ Zoning _____ Linear Feet _____
 Current Use of Property _____ Square Feet _____ Units _____ Floors _____
 Proposed Use of Property _____ Value of Work _____ Bldg Value _____
 Tenant Information _____ Tax Assessed/Appraised Value _____
 Mall Unit Number _____ Flood Zone _____ Base Floor Elev. _____

PERMIT TYPE (4)	
Building	
Electrical	
Mechanical	
Plumbing	
LPGX	
Roofing	
Fence	
Other _____	

PERMIT CHANGE (4)	
Chg. Contractor	
Renewal	
Revision	
Extension	
Supplement	
Reinspection	

TYPE OF IMPROVEMENT (4)			
New Construction		Enclosure	
Alteration Exterior		Repair	
Alteration Interior		Demolish	
Relocation of Structure		Shell Only	
Foundation Only		Add'l Attachment	
Other _____		Add'l Detachment	
Other _____			

ARCHITECT	
Name	
License No.	
Address	
Telephone	
Fax	

ENGINEER	
Name	
License No.	
Address	
Telephone	
Fax	

PROPERTY OWNER	
Name	
Address	
Home Telephone c/o 305-596-2886	
Business Telephone	
Fax	

CONTRACTOR	
Company Name	
License No.	
Address	
Telephone Fax	
Qualifier Name	

IMPORTANT NOTICES

1. DO NOT BEGIN ANY WORK WITHOUT HAVING RECEIVED YOUR VALIDATED PERMIT AND PERMIT CARD. Applying for a permit does not grant the right to begin construction. HOURS OF CONSTRUCTION are limited to: Monday through Friday from 7:00 a.m. to 6:30 p.m. Saturdays, Sundays and Holidays from 8:00 a.m. to 4:00 p.m. No inspections will be conducted on weekends or holidays.
2. All construction of demolition areas MUST BE MAINTAINED IN A CLEAN, NEAT AND SANITARY CONDITION free from construction debris.
3. STREETS AND NEIGHBORING PROPERTIES SHALL BE KEPT FREE FROM DIRT AND DEBRIS.
4. SWALES MUST BE PROTECTED FROM BEING DAMAGED BY EQUIPMENT OR VEHICLES.
5. CONSTRUCTION TRAILERS ARE PROHIBITED ON SINGLE FAMILY RESIDENTIAL CONSTRUCTION SITES. Other construction may have a trailer, which requires a separate permit.
6. PORTABLE TOILETS for a construction site require a separate permit.
7. DO NOT DISCHARGE WATER INTO THE RIGHT OF WAY OR STORM DRAINS without approval from the Building and Planning Department.
8. EQUIPMENT AND MATERIALS SHALL BE STORED within your property, not on public right of way.
9. Department of Health and Rehabilitative Services (HRS) approval is required for applications involving septic tanks. Department of Environmental Resources Management (DERM) and/or Miami-Dade Water and Sewer Department (MDWASD) approval is required for applications involving sewers and water.

AFFIDAVIT - Please read carefully

Application is hereby made to obtain a permit to do work and installation as indicated. I, the OWNER of the property, certify that all work will be performed to meet the standards of all laws regulating construction in the Village of Pinecrest. I understand that separate permits are required for ELECTRICAL, PLUMBING, POOL, EXTERIOR DOOR, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING, SHUTTERS and SIGNS and there may be additional permits required from other governmental agencies.

I, the OWNER of the property, have disclosed all information related to any work at the property performed in the prior twelve (12) months to the Building Official. Further, I am fully aware that if the cumulative cost of work to my home or business under this and any other permit equals or exceeds fifty percent (50%) of the fair market value of the structure, the entire structure must meet the present federal flood criteria for finished floor elevation. I am also fully aware that if the total cost of work to my home or business under this and any other permit exceeds fifty percent (50%) of the replacement cost of the structure, then the entire structure must conform to the current code requirements of the Florida Building Code.

WARNING TO OWNER: Your failure to record a NOTICE OF COMMENCEMENT may result in you paying twice for improvements to your property. If you are spending more than \$2,500 or intend to obtain financing, you may wish to consult with your attorney or lender before recording your Notice of Commencement. The Notice of Commencement must be recorded at: 44 West Flagler Street, 8th Floor, (305) 372-7777. Once recorded, the Notice of Commencement must be POSTED AT THE JOB SITE in accordance with Section 713.35 of Florida Statutes.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

Signature of Owner

Signature of Contractor Qualifier

Print Name

Print Name

Sworn to and subscribed before me this _____ day of _____,
20____.

Sworn to and subscribed before me this _____ day of _____,
20____.

Signature of Notary Public - State of Florida

Signature of Notary Public - State of Florida

SEAL:

SEAL:

Personally known _____ OR, Produced Identification _____

Personally known _____ OR, Produced Identification _____

Type of Identification Produced: _____

Type of Identification Produced: _____

INSTRUCTIONS: Please indicate the type of work being performed and quantity(ies) in the space provided below.

ELECTRICAL							
TYPE	QTY.	TYPE	QTY.	TYPE	QTY.	TYPE	QTY.
Minimum Fee		Dryer		Low-volt, Television		Service, Number of Amps	
A/C Central 1-3 Ton		Fan		Motor, Equipment Outlet		Service Repair	
A/C Central 4-7 Ton		Fire Pump		Special Purpose Outlet		Signs	
A/C Central 8-15 Ton		Fixture - Fluorescent		Rough Wire Outlet		Space Heater (kw)	
A/C Central 16-20 Ton		Fixture Light		Oven		Spas/Hot Tubs	
A/C Central 20+ Ton		Flood Lights		Parking Lot Lights		Subfeeds, No. of Amps	
Air Conditioners		FPL - Load Control		Plugmold/Strip		Swim Pool, Commercial	
Chiller		Garbage Disposal		Posts		Swim Pool, Residential	
Clear Violations		Generators, etc.		Range/Range Top		Switchboards	
Compactor		Heat Recovery		Refrigerator, Comm. (p/HP)		Temp Serv, Construction	
Deep Freezer		Low-volt, Burglar		Refrigerator, Domestic		Temp for Test - 30 days	
Demolition		Low-volt, Fire		Renew - Temp Service		Vacuum	
Dishwasher		Low-volt, Intercom/Teleph.		Repair Circuits			

MECHANICAL							
TYPE	QTY.	TYPE	QTY.	TYPE	QTY.	TYPE	QTY.
Minimum Fee		Condensate Drain		Generator		Refrigeration, Tons	
A/C Central, Tons		Cooling Tower		Heating Strips, each		Vent Hood, Resident.	
A/C Wall/Win, Tons		Dryer Vents, Number of		Paint Booth		Ventilation, Cost	
Air Handler, Tons		Ductwork, Cost of		Piping, Flammable Liquid		Periodic Inspections	
Barbecue		Fire Suppression		Process/Pressure Piping			
Bath Fan-Vented, #		Fireplaces, Number of		Pressure Vessel			

PLUMBING							
TYPE	QTY.	TYPE	QTY.	TYPE	QTY.	TYPE	QTY.
Minimum Fee		Fountain		Sprinkler Pump		Floor Drain	
Supply A/C Well		Filter Replace		Pool Pump Replace		Ice Maker	
A/C Condensate		Supply Well		Sump Pump		Indirect Wastes	
Discharge Well		Sprinkler System		Gas - Natural		Laundry Tray	
Area Drains		Sprinkler Repair		Gas - Propane		Lavatory	
Roof Drains		Water Service		Gas - Appliance		Miscellaneous Fixture	
Catch Basin		Sewer Connection		Miscellaneous Repairs		Shower	
French Drain		Water Re-pipe		Temporary Toilet		Sink	
Soakage Pit		Septic Tank		Bath Tub		Urinal	
Grease Trap		Relay Repair		Bidet		Vacuum Pump	
Interceptor		Septic Connection		Clothes Washer		Water Closet	
Cap - Fixture		Miscellaneous Equipment		Dental Chair		Water Heater	
Cap - Water		Pump and Abandon		Dishwasher		Water Heater New	
Cap - Sewer		Domestic Pump		Disposal			
Pool Piping		Re-circulate Pump		Drinking Fountain			

RECEIVED AND REVIEWED BY : _____ DATE: _____

OFFICE USE ONLY

CHECKLIST

- OWNER-BUILDER FORM (Attach)
 - FIRE DEPARTMENT APPROVAL (Commercial/ Multi-family)
 - CONCURRENCY (New Construction)
 - CONDO ASSOCIATION APPROVAL (Attach)
 - PROOF OF OWNERSHIP (Attach)
 - HRS / DERM APPROVAL (Septic / Sewer)
 - IMPACT FEE (New Construction)
 - OTHER _____ (Specify & Attach)
 - BPR APPROVAL (Restaurants)
 - PERMIT CLERK REVIEW _____
 - Application Complete
 - Insurance Current; Gen Liab. & WC
 - Contractor License (State, County Occupational)
 - UP FRONT FEE \$ _____
- Date: _____ Initials: _____

PERMIT FEES

\$3.00 per page (Scanning Fee)	\$ _____	Concurrency (7%)	\$ _____
Village of Pinecrest	\$ _____	Park Impact Fee	\$ _____
Miami-Dade County	\$ _____ (sq.ft. x \$65= X/1000 x ¢.60)	Admin. Fee (7.5%)	\$ _____
Inspector State Educational Fund	\$ _____ (¢.005/sq.ft.)	Police Impact Fee	\$ _____
State DCA Code Enforcement Fine	\$ _____ (¢.005/sq.ft.)	Admin. Fee (5%)	\$ _____
Certificate of Completion	\$ _____		
Certificate of Use and Occupancy	\$ _____	TOTAL	\$ _____

ISSUING OFFICIAL

REVIEWED AND PREPARED BY : _____ DATE: _____

SECTION	BY	DATE
Zoning		
Electrical		
Mechanical		
Plumbing		
Fire		
Roofing		
Public Works		
Structural		
Building		
Building Official		

Revised July 15,2002