



Master Permit No. \_\_\_\_\_

Permit approved by: \_\_\_\_\_

Sub-Permit No. \_\_\_\_\_

**INSTRUCTIONS – THE FOLLOWING STEPS MUST BE TAKEN TO OBTAIN A PERMIT**

**STEP 1.** Complete the permit application which must be signed by the property owner and qualifier. Both signature(s) must be notarized. Please print or type to allow for a more accurate processing of your application

**STEP 2.** Submit the completed application with all necessary documents to the Building Safety Division for processing. During the processing of your application, you may be asked to submit additional information.

**BUILDING PERMIT APPLICATION**

**Job Address:** \_\_\_\_\_  
Address Apt/Unit City State Zip

**Folio:** \_\_\_\_\_ **Description of Work:** \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ PB: \_\_\_\_\_ PG: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Tenant Information \_\_\_\_\_ **Job Value: \$** \_\_\_\_\_

Mall Unit Number: \_\_\_\_\_ New Constr SF: \_\_\_\_\_ Alt/Remodel SF: \_\_\_\_\_

Permit Type (✓)				Permit Change (✓)		Type of Improvement (✓)			
Building		Shop Drawings		Change of Contractor		New Construction		Shed	
Electrical		Tree Removal		Renewal		Alteration/Remodel		Fence	
Mechanical		Other:		Revision		Repair/Replace		Sign	
Plumbing				Extension		Demolition		Shell Only	
Roofing				Other:		Other:			

**Property Owner/Fee Simple Titleholder**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Architect/Engineer**

**Name:** \_\_\_\_\_

**License No.** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contractor**

**Name:** \_\_\_\_\_

**License No.** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Bonding/Mortgage Lender**

**Bonding Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Mortgage Lender:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**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 the hours of 7:00 a.m. to 7:00 p.m. No inspections will be conducted on weekends or holidays.
2. All construction and/ or demolition areas MUST BE MAINTAINED IN A CLEAN, NEAT AND SANITARY CONDITION free from construction debris.
3. All construction debris must be removed from the site by a hauler licensed with the City of Homestead.
4. STREETS AND NEIGHBORING PROPERTIES SHALL BE KEPT FREE FROM DIRT AND DEBRIS.
5. SWALES MUST BE PROTECTED FROM BEING DAMAGED BY EQUIPMENT OR VEHICLES.
6. CONSTRUCTION TRAILERS require a separate permit.
7. PORTABLE TOILETS for a construction site require a separate permit.
8. DO NOT DISCHARGE WATER INTO THE RIGHT OF WAY OR STORM DRAINS.
9. EQUIPMENT AND MATERIALS SHALL BE STORED within your property, not on public right of way.
10. Florida Department of Health 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 the work and 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 WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER’S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. I, the OWNER of the property, understand that a permit application is subject to denial and a validated permit or permit card is subject to revocation or modification based upon applicable deeds, covenants, declarations, easements and any other legal restriction. By issuing a permit, the City of Homestead makes no representation as to the existence or validity of any property restriction.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

The Notice of Commencement must be recorded at: 22 N.W. 1st Street, 1st floor (305) 275 -1155 extension 6; once recorded, **MUST BE POSTED AT THE JOB SITE** in accordance with Section 713.35 of Florida Statutes. Failure to comply with this lien law may result in the property owner paying twice for the building improvements.

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  
SEAL:

\_\_\_\_\_  
Signature of Notary Public – State of Florida  
SEAL:

Personally known OR, Produced Identification \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_

Personally known OR, Produced Identification \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_

**INSTRUCTIONS: Please indicate the type of work being performed and quantities in the space provided below**

Plumbing	QTY	
Back Flow Preventer		
Catch Basin		
Condensate Drain		
Drainage	# OF INLETS	
Gas Meters	# OF METERS	
Gas Piping	(Cost)	
Grease Trap		
Hose Bib		
Interceptor		
Lawn Sprinkler System		
Number of Sprinkler heads		
Pool Piping		
Pump & Abandon		
Repair to Water Piping		
Roof Inlet		
Septic Tank(s)	GALS	
Septic Tank Relay(s)		
Sewer Service		
Soakage Pit	CU FT	
Temp Water Closet		
Water Service		
Well		
Other explain:		
Fixture Rough & Sets (list below)	Rough	Set
Bath Tub		
Clothes Washer		
Dishwasher/Disposal		
Drinking Fountain		
Floor Drain		
Gas Fixtures		
Ice Maker		
Laundry Tray		
Lavatory		
Shower		
Sink		
Water Closet / Urinal		
Water Heater		

Electrical	QTY
AC and Refrigeration by tons	
Access Control, CCTV, Intercom System - Per Device	
Burglar Alarm System	
Commercial Equipment	KVA Rate
Conduit Duct Bank	Per L.F.
Demolition	
Electric Equipment Replacement	
Feeders (Per Each)	
Fire Detection Systems & Number Of Devices	
Generator	
Ground Wire For Screen Bonding	
Inspections-ADDITIONAL INSPECTION	
Inspections-SAFETY INSPECTION	
Inspections-WORK-WITH	
Inspections-TEMPORARY FOR CONSTRUCTION	
Inspections-TEMPORARY FOR TEST	
Lighting Fixtures	Per Fixture
Light Pole	Per Pole
Motors - Install, Repair Or Replace	
Outlets- Boxes, Receptacles, Switches & Empty Conduit	
Outlets- Low Voltage Outlets	
Outlets- Phone & TV	
Outlets- Special Outlets	
Services-Agricultural Service	
Services-Construction Field Office	
Service-Free Standing	
Services-Mobile Home Or R/V	
Services-Permanent Each 100 Amp.	
Signs & Architectural Features	
Site Office (Modular or Trailer)	
Smoke And Duct Detectors	
Solar	Per KW
Swimming Pool Electric	
Systems-Energy Management System	
Systems-Master & Radio System	
Wiring (residential)	Per SQ FT
Other explain:	

**INSTRUCTIONS:** Please indicate the type of work being performed and quantities in the space provided below

Mechanical	QTY
Air Conditioning - Central (Tons)	
Air Conditioning - Cooling Tower (Tons)	
Air Conditioning - Wall Unit	
AC - Central Heating (K.W. & number of units)	
Condensate Drain	
Diesel Tank (Storage)	
Dryer Vent	
Duct Work (Cost)	
Exhaust - Bath	
Exhaust - Kitchen	
Fire Place	
Fire Sprinklers Systems	
Fire Suppression Systems	
Furnaces & Heating Equipment	
Grease Ductwork	
Hoods (Cost)	
Insulation Wrap	
Mechanical Ventilation (Cost)	
Piping for Flammable Liquids	
Pneumatic Tube Conveyer	
Pool Heater	
Processing & Pressurizing Piping (Cost)	
Refrigeration (Tons)	
Smoke	
Spray Booth	
Unfired Pressure Vessels (H.P.)	
Other: (Cost)	

Fence	L.F.	Height
Chain-link		
Wood		
PVC		
Other:		
Does fence go around pool (circle one)	YES	NO

Sign	QTY	Size
Banner (30 Days Only)		
Canopy		
Face Change out		
Monument		
Political		
Wall Mounted		
Flag		

Roofing	S.F.
BUR, Flat	
Shingle	
Tile	
Metal, foam, LWIC	
Other (please specify)	

Shutters	QTY
Accordion	
Bahama	
Decorative	
Storm Panels	
Other	