



HIRING A CONTRACTOR?

KNOW BEFORE YOU
START!

WE'RE HERE TO HELP

Questions about permits, contractors, or inspections?

Contact us before you start your project!

Building Department

18070 Collins Ave.

Sunny Isles Beach, FL 33160

305.947.2150

www.sibfl.gov



KNOW THE LAW

Projects Over \$5,000 Florida Construction
Lien Law

www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0713/0713.html



1. VERIFY LICENSE

- State or Miami-Dade License
www2.myfloridalicense.com
- Miami-Dade Contractor Search
<http://www.miamidade.gov/Apps/RER/BCCOContractorMenu>
- Call: 305.947.2150

2. DO YOUR HOMEWORK

- Ask for References
- Get 2-3 Written Estimates
- Confirm the contractor pulls the required permits

WARNING SIGNS

- Requests for large upfront payments
- Suggests you don't need a permit
- Asks you to pull the permit as the homeowner
- No written contract or vague scope of work

BEFORE YOU SIGN OFF

- Final Inspections Done
- Permits Closed Out
- Get Certificate of Completion



Starting January 2, 2024, our building permit process is going ***FULLY DIGITAL!***

Say goodbye to paperwork, hello to efficiency, and best of all – no more waiting in line! Skip the queues and complete your applications online at **sibfl.net/building-dept** or scan the QR code below.



Have any questions or need assistance,
please call us at 305.947.2150.



ATTENTION CONTRACTORS

Disclosure of permit fees on initial and final invoices is required.

In accordance with Section 138-3. Disclosure of permit fees on initial and final invoices by the contractor is required. The amount charged for permitting by the contractor shall not exceed the cost to the contractor to obtain the required permits from the City of Sunny Isles Beach. A contractor found to be in violation of this provision, will be subject to a \$500.00 penalty for each separate violation.

138-3. - Disclosure of permit fees on initial and final invoices required; penalty.

- A. The initial and final invoices regarding a consumer contract for construction or reconstruction at a residential premises shall contain a disclosure by the contractor of the cost of construction permits required to complete the construction or reconstruction of the residential premises that the contractor will charge to obtain the required permits from the City of Sunny Isles Beach, which amount shall not exceed the cost to the contractor to obtain the permits and to record any necessary documents. If permit fees are not known at the time of preparation of the initial invoice, the initial invoice shall indicate that permit fees shall be stated in the final invoice.*
- B. For purposes of this section, "construction" or "reconstruction" means any work on a residential premises which will require a permit to be obtained under the Code of Ordinances of the City of Sunny Isles Beach and Florida Building Code.*
- C. Upon written complaint filed by a consumer with the City of Sunny Isles Beach Building Department a contractor found to be in violation of this provision shall be subject to a \$500.00 penalty for each separate violation to be enforced pursuant to this section.*



CITY OF SUNNY ISLES BEACH
BUILDING DEPARTMENT
18070 COLLINS AVENUE
SUNNY ISLES BEACH, FL 33160

(305) 947-2150
(305) 792-1567 FAX
INFO.BUILDING@SIBFL.NET
[HTTPS://WWW.SIBFL.GOV/BUILDING-CODE/BUILDING-DEPARTMENT](https://www.sibfl.gov/building-code/building-department)

CHECK LIST OF REQUIRED DOCUMENTS AND INSTRUCTIONS FOR PERMIT APPLICATION PROCESSING

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY AND THEIR LICENSING INFORMATION AND INSURANCES (i.e. Worker's Comp., Liability) MUST BE SUBMITTED AND MUST BE CURRENT AT THE TIME OF APPLICATION SUBMISSION.

PLEASE ASK OUR CLERKS TO VERIFY THAT YOUR COMPANY'S INFORMATION IS CURRENT WITH THE CITY OR IF YOU HAVE ANY QUESTIONS CONCERNING OUR PERMITTING PROCESSING. WE CANNOT MAKE ANY EXCEPTIONS TO THE DOCUMENTS THAT THE DEPARTMENT REQUIRES.

- ☐ All Building Department Permit Applications must be fully completed, signed **and** notarized by the owner of the property **and** the qualifier of the company (contractor).
- ☐ All improvements exceeding \$5,000 or more (Mechanical - \$15,000 or more) require a Notice of Commencement to be filed with the County Recorder's Office prior to receiving a permit and must be posted at the job site at the time of the first inspection. Notices may be filed at the Miami Dade County Recorder located at 20 NW 1 Street. For more information or for their hours, please call (305) 275-1155.
- ☐ UP-FRONT PROCESSING FEE: An upfront processing fee of 30% of the estimated permit fee will be collected at the time of application. This amount is non-refundable but will be credited towards the final master permit fee.
- ☐ HOMEOWNERS: Proof of ownership is required with all applications. We will only accept the following proofs of ownership: *Deed, Closing Statement, a tax bill, and/or Miami Dade Property Appraiser's report.* If the property is owned by a Corporation, the *Corporation's Annual Report* is also required.
- ☐ ITEMIZED COST ESTIMATE: An Itemized Cost Estimate must be submitted at the time of application. The estimated cost of construction must include the cost of labor and materials for the scope of work applied for. If the estimated cost of construction is deemed lower than the industry standard, the Building Department will assess the estimated value of work using their best judgment according to comparable permitting files and/or industry information.
- ☐ FOR PERMITS IN CONDOMINIUMS, COMMERCIAL BUILDINGS, APARTMENT BUILDINGS AND/OR HOTELS, you must provide us with a signed and notarized letter from the Condominium Association, Commercial Property Owner, Apartment Building Owner, and/or Hotel Owner stating that they are aware that work is going to be performed in your unit and/or building premises, and naming the company approved to do the proposed work. The letter must be signed by an active Board Member and/or Corporate Officer per the Corporation's Annual Report.
- ☐ If more than one (1) trade is involved, all trade Permit Applications must be submitted at the same time.
- ☐ Depending on the type of project, review and approval by Miami Dade County DERM, WASD, Fire, etc., might be required.
- ☐ If plans were reviewed by Miami Dade County DERM, WASD, Fire, etc., a copy of the Miami Dade County Permit Card must be submitted at the time of application.
- ☐ A certificate of completion is required on all improvements involving two (2) or more trades.

PLEASE NOTE: IN AN EFFORT TO KEEP THIS APPLICATION PACKAGE AT A MINIMUM AND DUE TO THE VARIETY OF JOBS, ALL REQUIRED DOCUMENTS MAY NOT APPEAR ON THIS CHECKLIST. ADDITIONAL DOCUMENTS MAY BE REQUESTED UPON RECEIPT AND/OR REVIEW OF PERMIT APPLICATION. DERM & FIRE DEPT APPROVAL, WHEN APPLICABLE, MAY BE REQUIRED. THANK YOU FOR YOUR UNDERSTANDING.

ADDITIONAL INFORMATION

- ☐ The Building Department is open Monday through Friday from 7:30 AM to 3:30 PM. Please note that walk-in customers must obtain a number by 3:00 PM in order to be served.
- ☐ All permit applications must be submitted with an Itemized Construction Estimate (Except for renewals or minor revision that do not encompass additional work)
- ☐ In accordance with Section 138.3 of the City of Sunny Isles Beach Code of Ordinances, disclosure of permit fees on initial and final invoices by the contractor is required. The amount charged for permitting by the contractor shall not exceed the cost to the contractor to obtain the required permits from the City of Sunny Isles Beach.
- ☐ Owner Builder permits are not allowed in multi-family or commercial uses in accordance with Florida Statutes 489.103(7)(a).
- ☐ The forms of payment accepted by the Building Department are checks, money orders, and Credit Card (Visa, Mastercard or AMEX) **ONLY**. Cash is **NOT** accepted.
- ☐ Checks for payment will only be accepted from the contractor's company listed on the application, the homeowner, or the permit runner's company, if authorized by the contractor. No personal checks or checks from companies not listed on the application will be accepted.
- ☐ All remodeling permits in condominium buildings must go through DERM and Fire before being submitted to the City of Sunny Isles Beach Building Department.
- ☐ It is the responsibility of the contractor to call for inspections and to arrange for the property to be accessible at the time of the scheduled inspection. A **\$75.00** Re-inspection fee (payable prior to re-inspection request) will be charged every time the inspector has no access to the property.
- ☐ Please be advised that the cut-off time for inspection cancellation is 8:00 a.m. Those inspections cancelled after 8:00 a.m. will incur a **\$75.00** re-inspection fee.
- ☐ When a project includes two or more trades, it is required for the contractor or homeowner to apply for and obtain a certificate of completion from our Building Department, after all work has been finished and final inspections have been performed. The cost of the certificate of completion is \$50.00 per trade.
- ☐ For online permitting access or for more information regarding our Building Department visit our website at <https://www.sibfl.gov/Building-Code/Building-Department>
- ☐ For complete checklists of our permit types and their requirements, please visit our website at: <https://www.sibfl.gov/Building-Code/Building-Department/Permit-Checklist>

ATTENTION OWNER-BUILDERS

- ☐ Owner-Builder Disclosure Statement must be completed, signed, and notarized at the Building Department and uploaded at the time of permit application submission.
- ☐ Hold Harmless Affidavit must be completed, signed, notarized and uploaded at the time of permit application submission.
- ☐ A licensed contractor is required for work involving pools, demolition, and certain types of roofing permits.



PERMIT APPLICATION

City of Sunny Isles Beach
Building Department
18070 Collins Avenue
Sunny Isles Beach, FL 33160
Telephone: (305) 947-2150 • Fax: (305) 792-1567

OFFICE USE ONLY	
☐ Master	☐ Sub
Process No.	_____
Date Submitted	_____
Type Code	_____
Permit Clerk	_____

Location of Improvements

Job Address	
Folio Number	Master Permit No.
Lot	Block
Current Use of Property	Proposed Use Of Property

Owner Information

Name	
Address	
Telephone Number	E-Mail
Proposed Use of Property	

Contractor Information

Company Name	Qualifiers' Name	Complete Address		
License Number	E-Mail Address	Phone Number	Fax Number	

Type of Improvement

Description of Work (BE SPECIFIC)				
Zoning Designation	Value of all Work	Type of Construction:	No. of Units	Group Occ.
Square Feet	Linear Feet	Gallons	No. of Floors	Bldg. Height
Check all the items below that apply (PERMIT WILL COVER CHECKED ITEMS ONLY)				
☐ New Construction on Vacant Land	☐ Screen Enclosure	☐ Shell Only	☐ Signs	Permit Type ☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Public Works ☐ Landscaping
☐ Alteration, Interior	☐ Repair	☐ Addition Attached	☐ Roofing	
☐ Alteration, Exterior	☐ Demolition	☐ Addition Detached	☐ Swimming Pool/Spa	
☐ Emergency Generator:	☐ Shed/Prefab	☐ Awning/Canopy	☐ Hurricane Shutters	
☐ Seawall	☐ Fencing	☐ Doors and Windows	☐ Shop Drawing	
				Change to Existing Permit ☐ Change Contractor ☐ Revision ☐ Extension ☐ Upgrade ☐ Supplement ☐ Re-inspection ☐ Permit Renewal

Architect/ Engineer Information

Name	Flood Zone	F.B.E.	Panel	Map No.	Date
Address	Improvement Ratio			Zip	
Telephone ()	Fax ()	Certification No.			

Flood Criteria

Affidavits – Please read carefully

 Warning to Owner: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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 ATTORNEY OR LENDER BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.		
Reminder: "The issuance of the permit does not relieve the property owner from obtaining homeowner/condominium association's approval (if applicable) prior to beginning any work and in no way authorizes work that is in violation of any association's rule or regulation"		
Owner's Affidavit: I, the owner of the property, have disclosed all information regarding any work at the property performed in the prior 12 months to the Building Official. I understand that if the cumulative cost of the work to my home or business under this and any other permit meets the following criteria: • equals or exceeds 50% of the fair market value of the structure, the entire structure must meet the present federal flood criteria for finished floor elevation. • equals or exceeds 50% of the replacement cost of the structure, then the entire structure must conform to the current code requirements of the Florida Building Code. I certify that all of the foregoing information is accurate and that all work will be done in compliance with the applicable laws regulating construction and zoning. <u>I certify that I am the owner of the property described in this application and that the qualifier for the contracting firm listed on this form is authorized to act as my agent to obtain a building permit for the work described herein.</u>		Qualifier's Affidavit: Application is hereby made to obtain a permit to do work and installation as indicated on this form. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for ELECTRICAL, PLUMBING, POOL, EXTERIOR DOOR, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING, SIGNS, ETC; and that additional permits may be required by other governmental agencies.

Notarized Signature of Property Owner or Authorized Agent		Notarized Signature of Qualifier	
☒ Signature of Property Owner or Authorized Agent:		☒ Signature of Qualifier	
Date		Date	
Subscribed and Sworn before me this _____ day of _____ (year) _____ by _____.		Subscribed and Sworn before me this _____ day of _____ (year) _____ by _____.	
Check one: ☐ Personally Known ☐ Produced Identification		Check one: ☐ Personally Known ☐ Produced Identification	
Type of Identification (if any) _____		Type of Identification (if any) _____	
Notary Public	Notary Stamp	Notary Public	Notary Stamp
My Commission Expires		My Commission Expires	



CONSTRUCTION LIEN LAW FOR OWNERS

NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.

WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$5,000.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$15,000.00 in value. This notice must be signed by you, the property owner.

Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

YOU MUST FILE A NOTICE OF COMMENCEMENT

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document to our Building Department. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent.

The Notice of Commencement form, provided with this information packet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded.

If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded.

You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

Florida law requires the City of Sunny Isles Beach Building Department to be a second source of information concerning the improvements made on real property. The Building Permit Application (included with this packet) has been expanded to include information on the construction lender and the contractor's surety, if any. The new application requires your signature or your agent's, to inform you of the Construction Lien Law.

YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE

By law, the City of Sunny Isles Beach Building Department is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site and filed with our Department. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1)(d)).

NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

RELEASE FROM LIEN FROM CONTRACTOR

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor.

If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney.

The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

Documents are recorded at the Clerk of the Courts and Comptroller of MIAMI-DADE COUNTY RECORDER, 73 West Flagler St., Room 133C Miami, FL 33130.

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose the recording fee (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on fees and recording documents call (305) 275-1155.

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property and street address: _____

2. General description of improvement: _____

3. Owner(s) name and address: _____

Interest in property: _____

Name and address of fee simple titleholder (if other than owner): _____

4. Contractor's name, address, and phone number: _____

5. Surety: (Payment bond required by owner from contractor, if any)

Name and address: _____

Amount of bond: \$ _____

6. Lender's name, address, and phone number: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name, address, and phone number: _____

8. In addition to himself or herself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:

Name, address, and phone number: _____

9. Expiration date of the Notice of Commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager

Signatory's Title/Office

Print Name

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ (type of authority, e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Personally Known ☐ OR Produced Identification ☐ Type of Identification Produced: _____

Signature of Notary Public – State of Florida

Print, Type, or Stamp

Commissioned Name

of Notary Public: _____

VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing Above



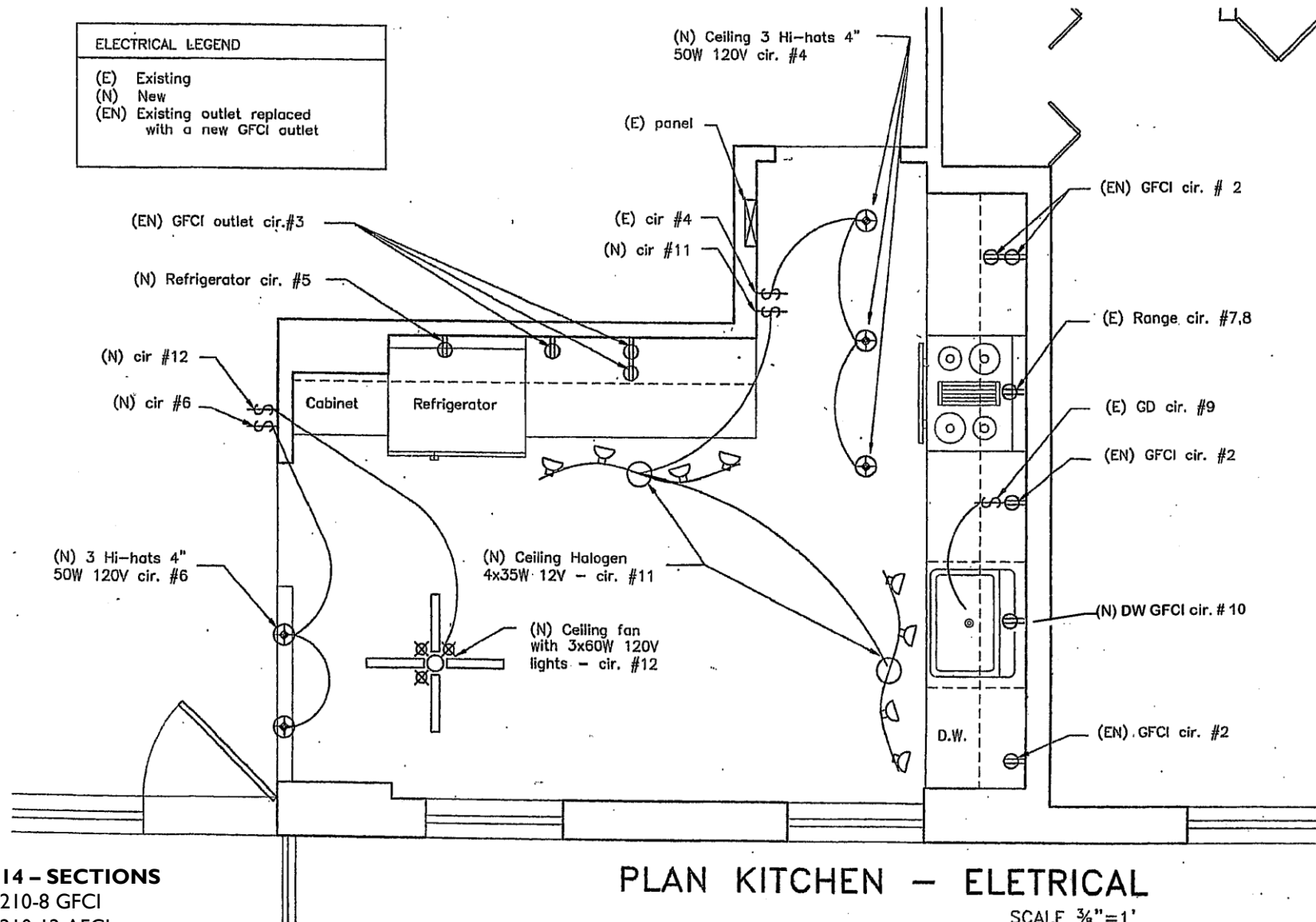
City of Sunny Isles Beach
Building Department
18070 Collins Avenue
Sunny Isles Beach, FL 33160
Phone 305-947-2150 Fax: 305-947-5107

ELECTRICAL REMODELING NOTES

- For kitchen cabinet replacement, please submit Two (2) copies of a floor plan showing all devices new (N) and existing (E), GFI's, etc. Spacing shall comply with NEC 210-52 C (*See attached Example*)
- Plans shall be signed and dated by a Florida Licensed Professional Engineer or a licensed Master Electrician (License number must be included.)
- NEC 2014 – Comply with Sections:
 - NEC 210-8 GFCI.
 - NEC 210-12 AFCI.
 - NEC 406-12 Tamper Resistant.
- Kitchen Remodeling Plan – Example Attached.

EXAMPLE

ELECTRICAL LEGEND	
(E)	Existing
(N)	New
(EN)	Existing outlet replaced with a new GFCI outlet



NEC 2014 - SECTIONS

- 210-8 GFCI
- 210-12 AFCI.
- 406-12 Tamper Resistant