

Building Permits – Single Family Residential/Duplex

Pursuant to Section 104 of the Florida Building Code, any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building or structure, or any outside area being used as part of the building's designated occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work.

The most common types of projects that permits are requested for are any new construction, one and two-story additions, minor repairs, remodeling, accessory structures (sheds, gazebos), carports, pools and spas, fences and walls, decks (wood and concrete), screened porches, patios, enclosures, awnings and canopy, change of owner or contractor.

WHY DO I NEED A BUILDING PERMIT

Not only is it the law, but building permits can also protect you. With a building permit you get the advice of reviewers and inspectors who will approve each phase of your project, checking to see that the work is done in accordance with the Florida Building Code, local Zoning laws and the approved plans. Additionally, a building permit is required to show compliance with sanitary, safety and welfare concerns including required setbacks from property lines and adjacent structures. Working without a permit when one is required, can result in fines and can cause problems when you sell your home. And, more importantly, you lose the assurance that the work you're paying for is built to Code, a minimum standard for safety.

HOW TO GET A BUILDING PERMIT

If you need planning and zoning approvals (such as variance, rezonings or special exception use permit), you must apply for them before applying for your building permit. For questions regarding such approvals, you may contact the City's Zoning Technician at 305-893-6511, extension 2139.

The first step is to fill out a Building Permit Application form. Next, file the application with the Building Section of the Department of Community Planning and Development at 12400 NE 8 Avenue, North Miami, Florida. For questions regarding application requirements or to set up a pre-application conference with the plan review section, you may contact the Department at 305-893-6511, extension 2020.

Your application needs to include two complete sets of plans.

The plans must include the following:

- Permit Application
- Restrictive Covenants (If applicable)
- Survey (less than 1 year)
- Site Plan, signed and sealed by architect or engineer of record: Draw the perimeter of entire parcel. Show all parcel dimensions to scale. Show all existing and proposed buildings. Show the front, side and rear dimensions. Show the lot lines, distance to property lines and other buildings. Show finish and existing ground slope. Show all easements, envelopes, and special requirements of the subdivision as shown on the final map and improvement plans.
- Color samples of proposed buildings
- Landscape plan, signed and sealed by architect or landscape architect.
- Floor Plan at 1/4" to 1' scale: Completely dimension and show location, size and use of each room. Show the location and size of windows and doors. Show electrical outlets, plumbing and heating fixtures. floor area, window area and furnace size on plans. Show energy features and compliance requirement.
- Foundation Plan: Completely dimension plan, including interior footings and fireplace support. Label porches, patios, planters, garage, etc. Show post straps and tie-downs where required.
- Elevations: Minimum of North, South, East and West four elevation views showing all openings, exterior finish, original and finish grade, stepped footing outline, roof pitch and material.
- Framing Plans for floor and roof
- Cross Section: Provide true section through building showing structural elements, fireplace section, other sections as needed, earth-to-wood clearances and floor to ceiling heights.
- Details: Submit foundation, floor, walls and roof details, beam connections, support of beams at fireplace, etc., special details as required.
- Prior approval by Miami-Dade Health, Fire and Environmental Resources Management
- Miami-Dade product approvals
- Copy of Asbestos Report
- \$300.00 Bond, if owner builder

Other Required Information

- Two sets of signed energy calculations, when appropriate
- Two sets of structural calculations, when suitable
- Two sets of drainage calculations, when appropriate
- LFE and crown of road elevations
- Two soils test, if applicable

Contractor Requirements

Building permits are issued in the name of the person performing the work. Only licensed contractors or owner/builders may obtain a permit. Owner/Builder permits are limited to the construction of one single-family residence or duplex every two years.

Licensed Contractor

1. State registration or certification.
2. Municipal contractor's occupational license.
3. Certificate of Competency.

4. Certificate of insurance:
 - a. Liability with no less than \$100,000 per accident or occurrence for bodily injury and \$25,000 per accident for property damage.
 - b. Must show name of insurer, type of policy issued, policy number, date of inception and expiration, type of insurance, and that no changes or cancellation of the insurance shall be effective without thirty (30) days written notice by registered or certified mail.
5. Workers Compensation or Worker's Compensation exemption letter

Permits will be issued to contractors with an affidavit of authorization from the owner on all buildings (Form available at the Permit Counter).

Owner/Builder

1. Proof of ownership (warranty deed, closing statement, or Metro Dade County tax Bill).
2. An owner may apply for a permit, supervise and do the work in connection with the construction, maintenance, repair, alteration, and addition to a single-family or duplex residence for his own use and occupancy and not intended for sale, or lease.
3. No more than one (1) permit shall be issued to an owner for the construction of a new single-family or duplex residence in any twenty-four (24) month period. Permits for alterations and additions, or plumbing, electrical, mechanical, or gas installations shall be issued only in connection with one single-family or duplex residence in any twenty-four (24) month period, although more than one permit may be issued for such work on the same single-family or duplex residence during that period.
4. The owner must come in person between the hours 7:30 AM and 9:00 AM.
5. The permit application and affidavit must be signed and notarized.
6. The owner must prove to the Building Official that he has the knowledge and ability to do the work.
7. If there is a violation on the property:

***No building permit will be issued to a homeowner to cover illegal work.**

***The work must be done by a general contractor or a specific contractor licensed to do the work.**

8. An architect's or engineer's report must be submitted certifying that the work was done in accordance with the Florida Building Code and general construction practices.

Please ensure that your plan submittal contains all of the aforementioned requirements, as incomplete plans will not be accepted for processing.

FEES

All plan check and permit fees are based on the value of the project. The project total is the value of all construction that the permit is issued for. This includes all finished work, painting, roofing, electrical, plumbing, heating, air conditioning, etc.

The types of fees mentioned below are not all inclusive.

1. Fees Due When Filing Application

When you apply for your Building Permit, you will need to pay an “up-front” processing fee.

2. Fees Due When Permit is Issued

When the permit is issued you must pay a Building Permit fee. A public Facilities Impact fee will be charged for each new residential unit.

ISSUANCE OF BUILDING PERMIT

When your plans are checked and approved, your permit is ready to be issued. You will be contacted to come to the office, pay the remaining fees, and pick up your permit. An owner-builder must sign the form in person.

If the owner or contractor intends to hire anyone to work on the project, she/he must provide a certificate of Workers' Compensation Insurance. This certificate needs to name the City of North Miami as a certificate holder. In addition, the Notice of Commencement must also be submitted. The Worker's Compensation certificate, with a current expiration date, and Notice of Commencement must be on file before the building permit can be issued. An approved copy of the building plans must be kept at the job site.

TIME LIMITS

You must pick up your permit within 180 calendar days from the date you applied for it. You may submit a written request for a one time extension before the 180th day. If this period ends without your picking up your permit, you will lose your plan check fee. After the permit has been issued to you, you have 180 calendar days from the date it was issued to start work on your building and call for an inspection by the Building Division.

You may submit a written request for an extension on the building permit deadline before the 180th day. Plans not picked up from the Community Planning and Development Department within 180 days will be discarded.

INSPECTIONS

At each stage of construction you will be required to call the Building Division for an inspection. The Building Division requires a minimum of **twenty-four hours** advance notice for all inspections. Inspections can be requested for either morning or afternoon. Specific times of the day cannot be scheduled. The types of inspection required are on

the face of your copy of the Building Permit. For final inspection you will need the following:

As-built plans

As-built survey if footprint changed

Engineer of record field logs

Engineer's affidavit of completion

Elevation Certificate may be needed

Please be advised that Community Planning and Development Department will only accept request for cancellation of inspections between the hours of 7:30 to 9:00 a.m. and with the condition the inspector has not visited the site at the time of request. Between the hours of 7:30 to 9:00 a.m. you may call the inspector who has been assigned your inspection to request cancellation.

CHANGES

After a permit has been issued, the Building Division must approve any changes to the plans. Two sets of the proposed changes must be prepared by the architect, engineer or plan preparer and brought in for our review.

DEPARTMENT INFORMATION

HOURS

Building Department Permit Counter: 8:30 a.m. to 3:00 p.m. M-F

Building Permit Issuance Hours: 7:30 a.m. to 3:00 p.m. M-F

Microfilm Processing and Permits on File: 8:30 a.m. to 3:00 p.m. M-F

Plans Processing Room: 8:30 a.m. to 3:00 a.m. M-F

Field Inspectors Hours: 7:30 a.m. to 9:00 a.m., 3:15 p.m. to 4:00 p.m. M-F

Telephone Numbers

Permit Counter – 305-893-6511, extension 2020

Microfilm and Records - 305-893-6511, extension 2020

Plans processing - 305-893-6511, extension 2143

Permit Issuance - 305-893-6511, extension 2172

Inspections – 305-891-9308

SUMMARY OF PROCESS

1. File permit application with plans, and pay initial fees.
2. Plans are reviewed by a Building Plan Checker- referred to other departments if necessary.
3. Plan Checker tells you about any changes that need to be made to the plans.
4. You correct plans and resubmit (if corrections are required).

5. Plans undergo second plan review.
6. When all corrections are completed, plans approved and building permit ready for issuance.
7. Pay remaining fees and pick up permit.
8. Start construction - call for inspections.
9. Construction of the proposed work is inspected by the Building Inspector during all phases of the project. Upon successful completion of the final inspection, a certificate of occupancy will be issued.

**CITY OF NORTH MIAMI
BUILDING PLAN SUBMITTAL CHECKLIST
SINGLE-FAMILY RESIDENTIAL/DUPLEX BUILDINGS AND ADDITIONS**

This checklist is a summary of the information that must be submitted with a Building Permit for a new single-family or duplex building or addition. It is provided to assist applicants in achieving acceptable and complete initial submittals for Building Permits. Please complete the checklist, sign the certification at the end and attach the completed checklist to the front of your plans.

GENERAL PLAN REQUIREMENTS:

- ___ All plans to have "Title Box: including:
 - a. Name of owner
 - b. Address of project
 - c. Phone number of owner
 - d. Name of architect or engineer
 - e. Address of architect or engineer
 - f. Impressed seal of architect or engineer
- ___ Plan pages shall be 24" x 36"
- ___ Plan pages shall be sequentially numbered

BUILDING PLANS TO INCLUDE:

- ___ SURVEY: Not more than one year old, with north arrow, finish floor elevation, elevation of the crown of the road
- ___ PLOT OR SITE PLAN: Proposed site plans shall contain the following information
 - a. Title and address of the project
 - b. Restrictive covenants
 - c. Location map and legal description on site plan
 - d. Zoning designation of surrounding properties
 - e. All property lines and easements (existing and proposed)
 - f. All public right-of-ways
 - g. All existing and/or proposed structures
 - h. North arrow
 - i. Scale of drawing
 - j. Date of drawing
 - k. Tabular site data delineated on site plan (zoning designation, gross acreage, net acreage, density calculation, provided parking, pervious/impervious area percentages, square footage of building(s)).
 - l. Color samples
 - m. All site dimensions including parking lot planters, walks, etc.
 - n. Location, type and size of all existing trees (show trees to be removed)
 - o. All fences and walls including height
 - p. All loading and storage facilities, utilities, trash enclosures, fire hydrants, transformers, etc.
 - q. A statement regarding the proposed floor area, site area, parking ratios, employee counts where applicable, and zoning classification.
 - r. Floodplain designation and finished floor elevation
 - s. Landscape grading plans including berms, swales, and drainage easements
 - t. Proposed planting plan with detailed planting list by type and number

___ OCCUPANCY GROUP

___ TYPE OF CONSTRUCTION

___ FIRE RESISTENT CONSTRUCTION REQUIREMENTS:

- a. Fire resistant separations
- b. Protection of openings and penetrations of rated walls.
- c. Fire blocking and draft stopping
- d. Calculated fire resistance

___ LIFE SAFETY SYSTEMS IF NEEDED BY FIRE CODES

___ BUILDING AND STRUCTURAL PLAN REQUIREMENTS SHALL INCLUDE:

- a. All dimensions required to define design and required to build
- b. Soil conditions and analysis
- c. Type of termite protection
- d. Design loads
- e. Wind requirements
- f. Building envelope
- g. Structural calculations
- h. Foundation
- i. Wall systems (vertical features and horizontal and horizontal projections)
- j. Floor systems (elevations above grade and distance between floors)
- k. Roof systems (material, pitch, and similar)
- l. Wall section
- m. Stair systems
- n. Door and window schedules
- o. Must have north arrow

___ TYPES OF MATERIALS SHALL BE INDICATED ON PLAN
 ___ PRODUCT APPROVALS FOR:

- a. doors
- b. windows
- c. shutters
- d. roofing materials
- e. truss diagrams

___ ACCESSIBILITY REQUIREMENTS SHALL INCLUDE:

- a. Indicate bathroom with accessible requirements
- b. Special Equipment
- c. Special needs

___ INTERIOR REQUIREMENTS SHALL INCLUDE:

- a. Interior finishes (flame spread and smoke develop)
- b. Light
- c. Ventilation
- d. Sanitation
- e. Swimming Pools, Spas and Wading Pools:
 Piping Diagram
 Size of piping
 Size of filter
 Size of pool pump
 Size of heater (if used)
- f. Location of equipment
- g. Alarms
- h. Barrier requirements

ELECTRICAL PLANS TO INCLUDE:

___ Electrical Wiring

- a. Services (with riser and load calculations)
- b. Panel sizes

- c. Feeders
- d. Branch circuits sizes and over current protection
- e. Grounding
- f. Wiring methods with materials GFCI's
- g. Kitchen equipment circuiting
- h. Equipment

___Low Voltage Wiring (All Low Voltage Systems)

PLUMBING PLANS TO INCLUDE:

___Minimum Plumbing Facilities

___Fixture Requirements

___Water Supply Piping Location and Size

___Water Pipe Riser

- a. Piping size
- b. Type of material
- c. Show fixture units

___Sanitary Drainage Isometric With:

- a. Piping size
- b. Type of material
- c. Identify fixtures
- d. Fixture units

___Vent System with piping sizes

___Water Heaters

- a. Location
- b. Size
- c. Energy Information

___Washing Machine Location

___Roof Drainage

___Backflow Prevention

___Irrigation

- a. Piping diagram
- b. Piping size
- c. Type of material
- d. Rain sensor
- e. Back flow

___Environmental Requirements

MECHANICAL PLANS TO INCLUDE:

___All Ventilation Systems

___Energy Calculations

___Exhaust Systems

- a. clothes dryer exhaust
- b. Kitchen equipment exhaust
- c. Specialty exhaust systems

___Equipment with Location

- Make-up Air
- Roof Mounted Equipment with Attachment Method
- Duct Systems
 - a. size
 - b. cubic feet per minute
- Ventilation
- Combustion Air
- Chimneys, Fireplaces, and Vents
- Appliances
- Boilers
- Refrigeration
- Bathroom Ventilation
- Laboratory
- Fireplaces
 - a. Vent
 - b. Make-up air (outside air)
- Heating and Cooling Load Calculations (Manual J.)

GAS PLANS TO INCLUDE:

- Location of Meter
- Gas Piping
- Developed Length
- BTU's
- Venting
- Combustion Air
- Chimneys and Vents
- Appliances
- Type of Gas
- LP Tank Location
- Riser Diagrams
- Shut-offs

ROOFING PERMIT APPLICATION TO INCLUDE:

- All Roofing Jobs to Include the Special Permit Application Forms That Are Approved by Dade County (Appendix "E" and Appending "F")
- Recovering Needs Following Test:
 - a. Moisture test
 - b. Up lift test
 - c. Pull test
- Repair Needs:

- a. Area of repair
- b. Itemized list of how repairs will be done

DEMOLITION INFORMATION:

Electric

Water

Sewer