



Community Development - Building Division
2200 Civic Center Place
Miramar, Florida 33025
Tel: (954) 602-3200 Fax: (954) 602-3635
<http://www.ci.miramar.fl.us>

INTERIOR BUILDOUT / RENOVATION PACKAGE

Required Applications

- Structural Mechanical Electrical Plumbing

Application reviewed by

Building (all disciplines), Fire, Zoning, Engineering (if plumbing fixtures are added)

Application Checklist

- Permit Application for *each* discipline (Structural, Plumbing, etc.)
- Job contract - completed and signed by all parties
- Signed and sealed plans (**4 sets**)
- All applicable product approvals (**4 sets**) for exterior work
- Heating and Cooling Load Specifications
- Energy Calculations
- Development and Environmental Regulations (DER) – formerly DPEP
- Health Department (for the sale of food)
- Division of Hotels & Restaurants approval (for the sale and consumption of food)
- Statement of Responsibilities Regarding Asbestos Form (for demolition)
- Notice of Commencement – (**Original or Certified**), if the job value exceeds \$2,500

***The application form must indicate; total square footage of the job, the complete scope of work (Description), and the contract value (labor and material).**

***The plans must detail the type of occupancy, the occupancy load, and any revisions to the existing fire alarm and/or fire sprinklers.**

*** Please refer to the attached address for approvals list for contact information for the Division of Hotels and Restaurants, Health Department, DER, and Records Division (to record the Notice of Commencement).**

*** Permit fees apply to each application submitted**



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BROWARD COUNTY PUBLIC HEALTH UNIT

2421 SW 6th Avenue, 2nd Floor
Fort Lauderdale, FL

(954) 467-4901

Hours: 8 a.m. – 4:30 p.m. (Closed: 12 p.m. – 1 p.m.)

For Septic Tank installation and repairs

DEVELOPMENT AND ENVIRONMENTAL REGULATIONS (FORMERLY - DPEP)

1 North University Drive, Suite 102
Plantation, FL 33324

(954) 357-6666

For new commercial and residential construction, additions, commercial renovations, dredge and fill licensing, parking lots, slabs over 250 sq. ft.

Recording of the **NOTICE OF COMMENCEMENT** is done at the Broward County Records Division/Broward County Government Center/ **115 S. Andrews Ave. Rm # 114**, Fort Lauderdale, FL 33301/ **(954) 357-7283**. Recording fees for all records are: \$10.00 for the first page and \$8.50 for each additional page.

Hours: 8:30 a.m. – 4:30 p.m.

DEPARTMENT OF BUSINESS REGULATIONS

Division of Hotels & Restaurants

5080 Coconut Creek Parkway, Suite A, Margate, FL 33063

(850) 487-1395

All restaurants, food stores, deli's, etc. (anything pertaining to food), must go to the above mentioned and have their plans stamped. This must be done prior to submitting the plans to the Building Division.

Bakeries, meat markets and convenient stores, contact 1-800-435-7352.

Broward County Certificate of Competency

954-765-4400

Broward County Occupational License

115 South Andrews Avenue

954-765-4697

South Broward Drainage District

6591 SW 160 Avenue, Davie, Florida 33331

(954) 680-3337



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PERMIT APPLICATION

Permit Type (Check one): STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING, LANDSCAPING

Date _____ Tax Folio # _____ Master # _____
 Owner Name _____ Permit # _____
 Owner Address _____ City, State, Zip _____
 E-Mail _____ Phone # _____

Contractor Company Name _____
 Contractor Address _____ City, State, Zip _____
 State Certificate or Registration _____ Phone # _____
 Certificate of Competency _____ Fax # _____
 E-Mail _____
 Architect / Engineer _____ Phone # _____

Job Name _____ Gate Code _____
 Job Address _____ **Miramar, FL** Zip _____
 Subdivision _____ Lot _____ Blk _____
 Type of Work New Existing Commercial Residential Add Alt Repair
 Use/Occupancy _____ No. of Stories _____ Bed _____ Bath _____
 Job Description _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A *NOTICE OF COMMENCEMENT* MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Linear / Sq. Ft. _____
 Contract Value _____
 Estimated Cost _____

Application is hereby made to obtain a permit to do 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 the City of Miramar, Florida. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, etc.

PERMIT APPLICANT AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning.

Signature _____
 Contractor (Qualifier) * If Permit is by Owner, the owner must sign

Print Name _____
 State of Florida, Broward County

On this _____ day of _____ 20 _____ the person whose name is subscribed to within this instrument, personally appeared before / personally known to me, the undersigned Notary Public of the State of Florida, and he / she acknowledges that he / she executed it.

 Notary Public, State of Florida

O	Permit Fee _____
F	Plan Review _____
F	Training _____
I	Radon _____
C	Constr. Fund _____
E	Brow. Surv. _____
U	7% Surcharge _____
S	Total _____
E	

NOTICE: In addition to the requirements of this permit, there may additional restrictions applicable to this property that may be found in the public records of this county.

This permit does not become valid until signed by the Building Official (or designated employee) of the City of Miramar and all fees are paid.

 Authorized Signature

Inspection will be made on or about the following workday after request. Plans & permit must be on job before inspection will be made. Obtain certificate of occupancy from Building Division before using completed Building.



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NOTICE OF COMMENCEMENT

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:

this space reserved for recorder

1. Legal Description of Property: Lot _____ Block _____ Unit # _____ Bldg # _____ Lengthy legal attached
Subdivision/Condominium: _____

Street Address if available: _____

2. General Description of Improvement: _____

3.a. Owner name and address: _____

b. Interest in property: _____

c. Name/mailling address of fee simple title holder (if other than Owner): _____

4. a. Contractor name and address: _____

b. Contractor's phone number: _____

5. a. Surety name and address: _____

b. Surety's phone number: _____

c. Amount of bond: \$ _____

6. a. Lender name and address: _____

b. Lender's phone number: _____

7. a. 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: _____

b. Phone Number: _____

8. a. In addition to himself or herself, the Owner designates _____ to receive a copy of the Lienor's Notice per section 713.13(1)(B), Florida Statutes:

b. Phone number of person or entity designated by owner _____

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

WARNING OT 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 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 LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

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

By _____ By _____
Print Name _____ Print Name _____
Title/Office _____ Title/Office _____

STATE OF FLORIDA
COUNTY OF BROWARD

The forgoing instrument was acknowledged before me this _____ day of _____,
by _____

Individually, or as _____ for _____

personally known or produced the following type of identification: _____

Signature of Notary Public: _____
Printed name: _____
(SEAL)

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(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/ Manager who signed above:

By _____ By _____



Building Permit Fees – Effective July 5, 2007

(A) General Permit Fees shall be as stated below. The minimum fee for all general permits shall be \$75.00 unless otherwise set forth herein.

(1) (a) Permit fees (building, electrical, mechanical, and plumbing) for new construction, additions, and repairs shall be 1.5% of the cost of construction. For the purpose of determining cost, the Building Official may utilize an executed contract, the latest edition of *RS Means Sq. Ft. Building Construction Costs, Building Construction Cost Data*, or other relevant information, at the Building Official's discretion.

(b) All other permit fees to be 1.5% of in place construction cost or executed contract (i.e. landscaping, carnivals, tents and etc.)

(2) Permit Card replacement fee shall be \$25.00 and to log inspections \$75.00.

(3) Any renewal or extension of a temporary use certificate or partial certificate of occupancy shall be \$550.00.

(4) Overtime Inspections shall be charged \$75.00 for each inspector of each trade.

(a) Minimum 4 hours plus one hour travel time.

(b) Extended day minimum 2 hours plus one hour travel time.

(5) Testing Inspection Fee for Fire Alarms, Fire Suppression, Smoke Evacuation, etc. shall be \$150.00

(6) Change of contractor, plans, qualifier, and renewal of expired or voided permit shall be 100% of original fee.

(7) Reinspection fees shall be \$75.00 for the 1st and 2nd reinspection (same inspection type) and \$75.00 plus \$100.00 fine for each inspection thereafter (same inspection type).

(8) Work started without permit shall be double fee and \$200.00 fine.

(B) Plan Examination Fees shall be .6% of the estimated cost of construction. Plan examination fees cover the initial plan review plus two reviews after the designer has made corrections. After the third review, a fee of four times the original plan review fee shall be incurred. Maximum fee per each \$1,000,000 cost of construction shall be \$1,000.

(1) Meetings requested after initial plan review and prior to issuance of permit by architects, engineers, or their duly authorized agents shall be \$75.00 minimum per hour per discipline.

(2) Plan revisions shall be a minimum of \$75.00 per hour per discipline.

(C) Miscellaneous Fees

(1) Certificate of Occupancy, temporary certificate of occupancy, and certificate of completion shall be a minimum of \$75.00

(a) 3% of permit fee for Residential

(b) 5% of permit fee for Commercial or whichever is greater.

(2) Administration Surcharge City Fees only shall be 7%

(3) Broward County Surveillance Fee shall be job value / 1000 X.35 (round off figure to the next \$1000.00)

(4) Florida State Construction Fund fee shall be square foot X .005

(5) Florida State Radon Tax shall be square foot X .005

(6) Training and Continuing Education Fees shall be 2 cents per \$100.00 of estimated value (20 cents per \$1000.00)

(7) Removing, defacing, or obscuring Posted Notices shall be subject to \$100 fine.

(8) Building confirmation letter shall be \$200.00.

All permit fees and inspection fees collected are non-refundable