



# VILLAGE OF PINECREST

## PERMIT APPLICATION

PERMITTING HOURS  
ARE BETWEEN  
8:00 A.M. & 2:00 P.M.  
MONDAY - FRIDAY



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	(✓)
Building	
Electrical	
Mechanical	
Plumbing	
LPGX	
Roofing	
Fence	
Other	

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

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

<b>ARCHITECT</b>	
Name _____	
License No. _____	
Address _____	
Telephone _____	Fax _____
Email _____	

<b>ENGINEER</b>	
Name _____	
License No. _____	
Address _____	
Telephone _____	Fax _____
Email _____	

<b>PROPERTY OWNER</b>	
Name _____	
Address _____	
Telephone _____	Alt. Tel. _____
Email _____	
Fax _____	

<b>CONTRACTOR</b>	
Company Name _____	
License No. _____	
Address _____	
Email _____	
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 State Holidays from 8:00 a.m. to 4:00 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. 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. 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 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 regarding 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 cost of work to my home or business under this and any other permit equals or 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.

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 Village 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 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: 22 N.W. 1<sup>st</sup> Street, 1<sup>st</sup> floor (305) 275-1155 extension 6. 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  
\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name Sworn to and subscribed before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

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

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

STATE OF FLORIDA, COUNTY OF MIAMI-DADE  
\_\_\_\_\_  
Signature of Contractor Qualifier

\_\_\_\_\_  
Print Name Sworn to and subscribed before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

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

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.

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

<b>MECHANICAL</b>							
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			

<b>PLUMBING</b>							
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 Drain		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**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> OWNER-BUILDER FORM<br>(Attach)                        | <input type="checkbox"/> HRS / DERM APPROVAL<br>(Septic / Sewer)  | <input type="checkbox"/> PERMIT CLERK REVIEW _____  |
| <input type="checkbox"/> FIRE DEPARTMENT APPROVAL<br>(Commercial/Multi-family) | <input type="checkbox"/> IMPACT FEE<br>(New Construction)   | <input type="checkbox"/> Application Complete   |
| <input type="checkbox"/> CONCURRENCY<br>(New Construction)                     | <input type="checkbox"/> OTHER _____  | <input type="checkbox"/> Insurance Current; including<br>General Liability and<br>Workers' Compensation |
| <input type="checkbox"/> CONDO ASSOCIATION APPROVAL<br>(Attach)                | <input type="checkbox"/> FLORIDA DEPARTMENT OF<br>BUSINESS & PROFESSIONAL<br>REGULATION APPROVAL<br>(Restaurants) | <input type="checkbox"/> Contractor License<br>(State, County, Occupational)                            |
| <input type="checkbox"/> PROOF OF OWNERSHIP<br>(Attach)                        |   | 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 \$81.25/1000 x \$0.60) | Admin. Fee (7.5%) \$ _____ |
| Inspector State Educational Fund \$ _____ c.005/sq.ft.      | Police Impact Fee \$ _____ |
| State DCA \$ _____ c.005/sq.ft.                             | Admin. Fee (5%) \$ _____   |
| Code Enforcement Fine \$ _____                              |                            |
| Certificate of Occupancy/Completion \$ _____                |                            |
| Construction Sign \$ _____                                  |                            |
| Certificate of Use and Occupancy \$ _____                   | <b>TOTAL \$ _____</b>      |

**ISSUING OFFICIAL**

REVIEWED AND PREPARED BY : \_\_\_\_\_ DATE: \_\_\_\_\_

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

**CONDITIONS OF APPROVAL**

Revised February 2010