



## **BUILDING PERMITS CHECKLIST**

All applicable items must be taken care of **BEFORE** permit is issued.

1. Completed application (bring plans into village hall for process#)  
Copy of Survey (MUST NOT BE OVER ONE YEAR OLD)  
2 sets of plans (signed & sealed by a Florida Reg. Architect or Engineer  
Dade County Product Approval Information  
Copy of Contractor's Licenses  
Proof of Insurance, including Worker's Compensation  
Copy of signed construction cost contract must be attached – If owner/builder all receipts for materials must be attached.  
  
(Plans must show the location of the septic tank, drain field, electric meter and pole location - existing and new)
2. **D.E.R.M. Approval:** (305)372-6789
  - a. New commercial buildings and apartment buildings
  - b. New single family homes
  - c. Additions to commercial buildings, changing square footage or use
3. **HRS Approval:** 1725 N.W. 167 Street - (305)623-3500
  - a. Adding a bedroom addition
  - b. Installation or repair of any on-site sewage disposal
  - c. Any permit that may affect the septic tank or drain field
4. **Florida Dept. Of Business & Professional Regulation:** (305)470-5680  
8405 N.W. 53 Street, #B220 (3 sets of plans & \$75.00 plan review fee)  
(All food service operations, apartments, motels/hotels, rooming houses require review, permitting and inspection)
5. **Planning & Zoning Board** approval
6. **Village Engineer and Inspectors** approval (if applicable)  
Plumbing - Electrical - Mechanical - Building
7. **Beautification** approval (Commercial only)
8. **Fire Department** approval (Commercial only)  
11805 S.W. 26<sup>th</sup> Street(coral way), Miami, FL 33175  
(786)315-2000
9. **Road Impact Fee and Fire & Rescue Impact Fee**  
(Applicant takes processed plans and application to Dade County Public Works)  
11805 SW 26 Street, Miami, FL  
(786)315-2670

No WATER or SEWER SERVICE to be rendered to a **new user** without proof of payment to Dade County of CONNECTION CHARGES (commercial and residential)



## *Village of Virginia Gardens*

6498 NW 38<sup>th</sup> Terrace

Virginia Gardens, FL 33166

[www.viriniagardens-fl.gov](http://www.viriniagardens-fl.gov)

Phone: 305-871-6104 Fax: 305-871-1120

# NOTICE TO ALL CONSTRUCTION PERMIT APPLICANTS

Certain applications for construction activities within this jurisdiction require other permits from the state for stormwater management purposes.

**If your project includes two acres or more of impervious area**, you will need an Environmental Resource Permit (ERP). In Miami-Dade County, this ERP is issued by the Regulatory and Economic Resources Division of DERM, unless wetlands are involved. If wetlands are part of the permit, the South Florida Water Management District will review and issue the ERP.

RER can be reached at (305)372-6789.

The South Florida Water Management District can be reached at (800)432-2045.

**If your project disturbs one or more acres of land**, you will need a Construction Generic Permit (CGP) from the State Department of Environmental Protection (DEP). This permit is part of the rules governing the National Pollutant Discharge Elimination System (NPDES).

DEP can be reached at (866)336-6312 or email [NPDES-stormwater@dep.state.fl.us](mailto:NPDES-stormwater@dep.state.fl.us) .



# VILLAGE OF VIRGINIA GARDENS

6498 N.W. 38th TERRACE  
VIRGINIA GARDENS, FLORIDA 33166  
TELEPHONE: (305) 871-6104

PERMIT NO.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

## BUILDING PERMIT APPLICATION

**Owner's Name:** \_\_\_\_\_ Folio No. \_\_\_\_\_ Market Value: \$ \_\_\_\_\_  
Owners Address: \_\_\_\_\_  
Fee Simple Titleholders Name (if other than owner) \_\_\_\_\_  
Fee Simple Titleholders Address (if other than owner) \_\_\_\_\_  
City \_\_\_\_\_ Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Business phone No. \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_ State Cert. # \_\_\_\_\_  
Contractors Address: \_\_\_\_\_ Cert. of Comp.# \_\_\_\_\_  
City \_\_\_\_\_ Business Phone No. \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Bonding Company \_\_\_\_\_  
Bonding Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Architect/Engineer's Name \_\_\_\_\_  
Architect/Engineer's Address \_\_\_\_\_  
Mortgage Lender's Name \_\_\_\_\_  
Mortgage Lender's Address \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installation 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, AIR CONDITIONING, 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.

**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.**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Owner or Agent Contractor  
(including contractor)  
Date \_\_\_\_\_ Date \_\_\_\_\_  
NOTARY as NOTARY as  
to Owner or Agent to Contractor  
My Commission Expires: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_



**BUILDING PERMIT APPLICATION**

Owner's Name \_\_\_\_\_ Permit No. \_\_\_\_\_

**TWO SETS OF PLANS & SPECIFICATIONS MUST ACCOMPANY THIS APPLICATION**

| Category                   | Square or<br>Lineal Feet | Number | Est. Cost. | Fee |
|----------------------------|--------------------------|--------|------------|-----|
| New Building – 01 Comm.    |                          |        |            |     |
| 02 Res.                    |                          |        |            |     |
| Addition                   |                          |        |            |     |
| Alteration/Repair          |                          |        |            |     |
| Windows/Glass              |                          |        |            |     |
| Shutters                   |                          |        |            |     |
| Doors                      |                          |        |            |     |
| Concrete Slab              |                          |        |            |     |
| Paving                     |                          |        |            |     |
| Roofing                    |                          |        |            |     |
| Fences/Walls               |                          |        |            |     |
| Awnings/Canopies           |                          |        |            |     |
| Swimming Pool              |                          |        |            |     |
| Other                      |                          |        |            |     |
| <b>Code Compliance Fee</b> |                          |        |            |     |
| <b>Radon Surcharge</b>     |                          |        |            |     |
| <b>TOTAL</b>               |                          |        |            |     |

DESCRIPTION OF WORK TO BE PERFORMED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flood Zone: \_\_\_\_\_

Job cost: \_\_\_\_\_ Market Value: \_\_\_\_\_

Substantial Improvement: yes \_\_\_ no \_\_\_

Number of permits in last year: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Approvals:

|                    |             |
|--------------------|-------------|
| Planning & Zoning: | Date: _____ |
| Electrical         | Date: _____ |
| Engineer           | Date: _____ |
| Mechanical         | Date: _____ |
| Plumbing           | Date: _____ |
| Public Works       | Date: _____ |
| Building           | Date: _____ |



**VILLAGE OF VIRGINIA GARDENS**

**6498 N.W. 38th TERRACE  
VIRGINIA GARDENS, FLORIDA 33166**

**TELEPHONE: (305) 871-6104**

**WORK IN APPROACH WAIVER**

I, \_\_\_\_\_, residing at \_\_\_\_\_ Virginia Gardens, FL 33166,  
(Print Owners' Name) (street address)  
fully understands that the Village of Virginia Gardens will not be held responsible for any  
damages sustained on the approach of the public right of way, in the event of any construction is  
performed by the Village of Virginia Gardens.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me

This \_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary public signature

Notary Stamp

\_\_\_\_\_  
Print Notary's Name

My commission expires: \_\_\_\_\_



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**6498 N.W. 38th TERRACE**  
**VIRGINIA GARDENS, FLORIDA 33166**

**TELEPHONE: (305) 871-6104**

**RENTAL AFFIDAVIT**

I, \_\_\_\_\_, hereby certify  
(Owner's name)  
that the addition or alteration to my residence will not be  
used for rental purposes.

Building Permit No. \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Owner's signature date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary Public date



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Instructions: You must complete and return this cover sheet together with the completed Building Permit application and all other applicable forms prior to issuance of a permit. The Homeowner keeps the warning and commencement notices.

I hereby certify that I, \_\_\_\_\_ am the owner of the property located at \_\_\_\_\_ Virginia Gardens, Florida and acknowledge receipt of the following:

- 1) Florida's Construction Lien Law Warning to Owner
- 2) Building Permit Application (2 pages) and supplemental pages
- 3) A copy of the Notice of Commencement form
- 4) A copy of the permit processing procedure
- 5) Instructions to owner-builder

The Notice of Commencement must be filed with the Clerk of the Courts of Miami-Dade County, if the cost of the job exceeds \$2,500.00. The Notice of Commencement may be mailed or delivered, along with the appropriate fees to:

Miami-Dade County Recorder  
22 N.W. 1<sup>st</sup> Street, 1st Floor  
Miami, Florida 33130  
Phone (305) 275-1155

More information is available at [www.miamidadeclerk.com/eRecordings.asp](http://www.miamidadeclerk.com/eRecordings.asp)

\_\_\_\_\_  
Homeowner's Signature

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

My Commission expires:



## WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, part one, Florida Statutes) requires an owner having improvements to real property made greater than \$2,500.00 in value to record a Notice of Commencement with the Clerk of the Courts. Under Florida's 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, the owner or authorized agent (lender or attorney) shall record a Notice of Commencement in the Clerk of the Courts of the Court's office and post a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by the owner contacting the improvements and not an agent.

The Notice of Commencement must substantially contain the information shown on the attached form and be recorded within 90 days before starting the work.

A copy of a payment bond given by the contractor must be attached as part of the Notice to Commencement when recorded.

If improvements described in the Notice of Commencement are not actually commenced within 90 days after its recording, the Notice is void and a new Notice of Commencement must be recorded and posted.

The owner loses the proper payment defense under the Construction Lien Law if payments are made after the expiration of the Notice of Commencement, which is one year after the recording date or the later expiration date otherwise specified in the Notice of Commencement.

Florida law requires the building department to be a second source of information concerning the improvements made on real property. Attached is a copy of our permit application which requires information on the construction lender and contractor's surety if any. The application also requires the signature of the property owner. This is to help inform owners of the Construction Lien Law.

### **YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE**

By law, the Building and Zoning Department is required to verify at the first inspection, which occurs 7 days after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if required, is posted at the construction site. Failure to post the Notice will result in a disapproved inspection (F.S. 713.135(1)(d)).

### **NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS**

Owners may receive Notice to Owner from subcontractors and material suppliers. This notice advises the owner that the sender is providing services or materials and that a written release of lien must be obtained from the sender before paying the contractor.

Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien you property. Any subcontractor or supplier not serving the owner with a Notice to Owner within 45 days of commencing work is not entitled to construction lien. If the address for the owner changes from that given in the Notice of Commencement, the owner should record an amendment Notice of Commencement reflecting the proper current address of the owner.



**INSTRUCTION TO OWNER- BUILDER**

You have this date made application for a building permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders:

**Proof of Ownership** - Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, showing you are obligated to purchase the property, or a Dade County tax receipt, statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

**Responsibility** - You will be responsible for all work done by your day labor employees, and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Any one contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of \$500.00 and/or imprisonment for six months.

**Insurance** - You should be advised that if your day labors employees cause any damage to persons or property, of if any of your day labor employees are injured on the job, you are liable. Your regular home insurance policy ordinarily does not cover this type of liability.

**Withholding Taxes, etc.** - You should be advised to investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes and Federal Income Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agencies.

**Work Permitted Owner-Builder** - An owner-builder, subject to the following provisions and requirements, is limited to constructing one single family or duplex residence each year for his own use and occupancy; or maintaining, altering or repairing his own single family or duplex residence; or erecting a one story building of not more than 500 square feet for commercial or industrial use, or adding a first floor addition of not more than 500 square feet to commercial or industrial building; or maintenance or repairs and non-structural alterations, not exceed \$5,000.00 on any building which he owns or leases.

If you do not intend to do the work involved yourself, or with day labor, please list below, the name of the individual or firm with whom you have entered (or will enter) into a contract for the work.

**NOTICE: SEPARATE PERMITS REQUIRED FOR ELECTRICAL, PLUMBING, ROOFING AND MECHANICAL WORK**

\_\_\_\_\_  
Print Name of Individual Property owner or Firm and Address

I, \_\_\_\_\_ the owner of property described above do hereby certify that I have read the foregoing instructions, and am aware of my responsibilities and liabilities under my application for a building permit for construction work on the above described property.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

Date \_\_\_\_\_

Date \_\_\_\_\_



**NOTICE OF COMMENCEMENT**

PERMIT NO. \_\_\_\_\_

TAX FOLIO NO. \_\_\_\_\_

STATE OF FLORIDA:  
COUNTY OF DATE:

THE UNDERSIGNED hereby gives notice that improvements 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. Description of improvement: \_\_\_\_\_  
\_\_\_\_\_

3. Owner(s) name and address: \_\_\_\_\_  
\_\_\_\_\_

Interest in property: \_\_\_\_\_

Name and address of fee simple title holder: \_\_\_\_\_  
\_\_\_\_\_

4. Contractor's name and address: \_\_\_\_\_  
\_\_\_\_\_

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

Name and address: \_\_\_\_\_

Amount of bond \$ \_\_\_\_\_

6. Lender's name and address: \_\_\_\_\_  
\_\_\_\_\_

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 and address: \_\_\_\_\_  
\_\_\_\_\_

8. In addition to himself, 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 and address: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Owners Name

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

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Notary's Name

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
Prepared by:

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

\_\_\_\_\_

\_\_\_\_\_