



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning
88 West McIntyre St., Suite 250 Key Biscayne, FL 33149
Phone (305) 365-5512 Fax (305) 365-5556

www.keybiscayne.fl.gov

REG. FEE: _____

PERMIT APPLICATION

CRED: _____

(Application is four pages. Please fill out completely.)

Master Permit No. _____

Subsidiary Permit No. _____

GENERAL INFORMATION

Job Address _____

Folio _____ Description of Work _____

Lot _____ Block _____

Subdivision _____ PB _____ PG _____

Current use of Property _____ Sq. Ft. _____ Units _____ Floors _____

Proposed use of Property _____ Value of Work _____ Bldg. Value _____

Tenant Info _____ Tax Assessed/Appraised Value _____

Mall Unit Number _____ Flood Zone _____ Base Flood Elev. _____

PERMIT TYPE

- Building
- Electrical
- Mechanical
- Plumbing
- LPGX
- Other _____

PERMIT CHANGE

- Chg. Contractor
- Renewal
- Revision
- Extension
- Supplement
- Re-inspection

CONTRACTOR INFORMATION

Contractor Lic. No. _____
 Company Name _____
 Address _____
 City _____ ST _____ Zip _____
 Contractor Phone No. _____
 Contractor Email _____
 Qualifier Name _____

TYPE of IMPROVEMENT

- New Construction
- Alteration Exterior
- Alteration Interior
- Relocation of Struct.
- Foundation Only
- Other _____
- Enclosure
- Repair
- Demolish
- Shell Only
- Add'n. Attached
- Add'n. Detached

OWNERSHIP

Owner _____
 Address _____
 City _____ ST _____ Zip _____
 Phone No. _____
 Email _____

ARCHITECT

Name _____
 License No. _____
 Address _____
 City _____ ST _____ Zip _____
 Phone No. _____
 Email _____

ENGINEER

Name _____
 License No. _____
 Address _____
 City _____ ST _____ Zip _____
 Phone No. _____
 Email _____

*****CONTINUED ON REVERSE SIDE*****

NOTICES

1. **PERMIT CARD:** Do not begin any work unless a Building Permit is issued. Applying for a permit does not grant the right to begin construction. The Permit Card must be displayed on the property at all times.
2. **HOURS OF CONSTRUCTION:** Monday-Friday, 7:00 a.m. to 6:30 p.m. Construction cannot occur on Saturdays, Sundays, and the following Holidays if noise is heard in the adjacent property or apartment or condominium: New Year's Day, Martin Luther King, Jr., Birthday (the third Monday in January), Washington's Birthday (the third Monday in February), Memorial Day, Independence Day, Labor Day, Veteran's Day, Columbus Day, Thanksgiving Day, and Christmas Day. The use of heavy equipment for earth moving and compacting, concrete demolition, or pile driving is not permitted on Saturday, Sundays, or Holidays.
3. **CONSTRUCTION TRAILERS and SIGNS:** Trailers are prohibited on single and two family lots. Where permitted, trailer(s) require(s) permit. A 4 sq. ft. construction sign is permitted on private property set back 5 ft. from any property line.
4. **PORTABLE TOILETS:** Requires a separate permit and shall only be located on private property.
5. **SITE APPEARANCE:** All construction/demolition areas must be maintained in a clean, neat, and sanitary condition with sufficient on-site receptacles. Streets and neighboring property shall be kept free from dirt and debris. Protect swales from being damaged by equipment or vehicles. Equipment and materials shall not be stored overnight on the public right of way. New construction and substantial rehabilitation work requires a 42 in. plastic mesh fence or better around the entire site. Upon commencement of construction for a new home, substantial renovation of an existing home or the demolition of a home, a 42 in. plastic mesh fence or better shall be constructed. Upon the completion of the foundation, a 6 ft. chain link fence with mesh (controls dust) must be constructed no closer than 3 ft. to the pavement or adjacent to a sidewalk; whichever is applicable. The 6 ft. chain link fence may be removed and replaced with the 42 in. plastic mesh fence upon the installation of all of the drywall.
6. Do not discharge water into the right of way or storm drains without departmental approval. Dept. of Health and Rehabilitative Services (HRS) approval is required for applications involving septic tanks. Dept. of Environmental Resources Management (DERM) and/or Water and Sewer Department (WASD) approval is required for discharges into sewers.

Application is hereby made to obtain a permit to do work and installation as indicated. 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, POOLS, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING, and SIGNS and there may be additional permits required from other governmental agencies.

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. This Notice of Commencement is recorded at 22 NW 1st Street, 9:00 a.m. to 4:00 p.m. (305-275-1155). Once recorded, the Notice of Commencement must be posted at the job site in accordance with section 713.35 of the Florida Statutes.

The OWNER of the property shall provide disclosure, to the Building Official, of any work at the property in the prior twelve months. 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 REPLACEMENT COST of the structure, then the entire structure must conform to the current code requirements of the South Florida Building Code.

OWNER'S AFFIDAVIT: I certify that all of the foregoing information is accurate.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

Signature of Owner

Signature of Qualifier

Print Name _____

Print Name _____

Sworn to and Subscribed before me this ____ day of _____, 20____,

Sworn to and Subscribed before me this ____ day of _____, 20____,

Signature Notary Public-State of Florida

Signature Notary Public-State of Florida

(SEAL):
Personally known ____ OR, Produced Identification _____

(SEAL):
Personally known ____ OR, Produced Identification _____

Type of ID Produced _____

Type of ID Produced _____



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

*** FOR OFFICE USE ONLY ***

OWNER BUILDER FORM
(Attach)

PROOF OF OWNERSHIP
(Attach)

CONDO ASSOCIATION APPROVAL (Attach)

FIRE DEPT. APPROVAL
(Commercial/Multifamily)

HRS/DERM APPROVAL
(Septic/Sewer)

BPR APPROVAL (Restaurants)
DACS APPROVAL (Grocery)

CONCURRENCY
(New Construction)

IMPACT FEE
(New Construction)

CONTRACTOR REGISTRATION (On File)

SWIMMING POOL CERTIFICATION (Attach)

OTHER
(Specify and Attach)

OTHER
(Specify and Attach)

PERMIT FEES:

Village of Key Biscayne: \$ _____

Threshold Inspection Fee: \$ _____
(\$.15/Sq .Ft. of F.A.R.)

Scanning Fee: *(\$5.00/Sheet)* \$ _____

Miami-Dade County: \$ _____
(0.6 x Cost/1000)

Radon: *(\$0.005/Sq. Ft.)* \$ _____

Concurrency: \$ _____
(0.06 x VKB Fee)

State D.C.A.: *(\$.005/SQ.FT.)* \$ _____
(If Adding New Sq. Footage)

Code Enforcement Fine: \$ _____

Permit Software Fee: \$ 6.00 _____
(Flat Fee)

TOTAL: \$ _____

ISSUING OFFICIAL:

Name: _____

Date: _____

CONDITIONS OF APPROVAL

CONTRACTOR REGISTRATION REQUIREMENTS:

Before a Contractor can apply for a permit, the Contractor must first be registered with the Village of Key Biscayne. The Contractor is responsible for submitting copies of the following:

1. State of Florida Contractor’s License or Registration.
2. County Contractor’s License.
3. County Business Tax Receipt.
4. Village of Key Biscayne Business Tax Receipt (Except State-certified Contractors).
5. Certification of General Liability Insurance (made out to: The Village of Key Biscayne) and Workman’s Compensation or State issued letter/card of Workman’s Compensation Exemption.

PERMIT PROCESSING CHECKLIST:

The following is a list of forms and approvals that must be attached to the permit application (as required by the scope of work):

1. Contractor’s registration – \$25.00 fee paid annually to the Village of Key Biscayne.
2. Condominium Association letter of approval for work to be applied for.
3. Owner-Builder form.
4. H.R.S. approval for septic tank permits.
5. Structural calculations
6. Energy calculations
7. Village of Key Biscayne Fire Department approval for all commercial construction.
8. DERM Sewer allocation approval. Concurrency fee.
9. Road and School Impact Fees for new construction.
10. Swimming Pool Certification form.
11. Current Survey of Property.
12. Permit fees only payable by Company check of the Company pulling the permit.

BUSINESS HOURS & PHONE NUMBERS

PERMIT ACTIVITY/INFORMATION: 7:30 a.m. – 12:30 p.m., Monday – Thursday

No Activity on Friday

WALK-THROUGH PERMITS/PLAN REVIEW: MONDAY THROUGH THURSDAY ONLY

Structural	7:30 a.m. – 11:30 a.m.*	Eugenio M. Santiago, P.E., <i>Chief Building Official</i>	(305) 365-8902
Building	7:30 a.m. – 10:30 a.m.	Jose Garcell, <i>Building Inspector</i>	(305) 365-8941
		George Peon, <i>Building Inspector</i>	(305) 365-5508
Zoning	8:00 a.m. – 11:00 a.m.**	Bill Fehr, <i>Zoning Plan Reviewer</i>	(305) 365-5502
Electrical	7:30 a.m. – 10:30 a.m.	Enrique I. Guzman, <i>Electrical Inspector</i>	(305) 365-8943
Mechanical	Upon availability	Ron Regula, <i>Mechanical Inspector</i>	(305) 365-8944
Plumbing	7:30 a.m. – 10:30 a.m.	John Lindgren, <i>Plumbing Inspector</i>	(305) 365-8942

* *Must be present by 11:00 a.m. - no more than 3 permits per qualifier.*
 ** *Must be present by 10:30 a.m. - no more than 3 permits per qualifier.*

INSPECTION REQUESTS

Inspection requests are accepted daily. Call (305) 365-5512 between the hours of 8:30 a.m. and 3:30 p.m. One business day notice is required. Inspection is performed within two business days. Building, Electrical and Plumbing inspections will occur between 10:30 a.m. and 2:00 p.m. Monday thru Friday. Mechanical Inspections will occur upon availability Monday thru Thursday. Inspection requests also may be made at our website (www.keybiscayne.fl.gov).

CODE ENFORCEMENT

To report any suspected code violations or complaints, call Michael Mila, *Senior Code Enforcement Officer*, at (305) 365-8917 (Office) or (305) 218-3209 (Cellular).

(BZP Permit Application Form Revised 8/7/13; Prior Revisions 4/3/12, 2/21/12, 2/07/12, 10/20/09, 7/22/08, 3/13/08)