

**CITY OF HOMESTEAD
DEVELOPMENT SERVICES**

PERMITTING HOURS
7:30 A.M. & 4:00 P.M.
MONDAY – FRIDAY



100 CIVIC COURT
HOMESTEAD FLORIDA 33030
T.305.224.4500 F.305.224.4539

Master Permit No. _____

Permit approved by: _____

Sub-Permit No. _____

INSTRUCTIONS – THE FOLLOWING STEPS MUST BE TAKEN TO OBTAIN A PERMIT

STEP 1. Complete the permit application which must be signed by the property owner and qualifier. Both signature(s) must be notarized. Please print or type to allow for a more accurate processing of your application

STEP 2. Submit the completed application with all necessary documents to the Building Safety Division for processing. During the processing of your application, you may be asked to submit additional information.

BUILDING PERMIT APPLICATION

Job Address: _____
Address Apt/Unit City State Zip

Folio: _____ Description of Work: _____

Lot: _____ Block: _____ PB: _____ PG: _____

Subdivision: _____

Current Use of Property: _____

Tenant Information _____ Job Value: \$ _____

Mall Unit Number: _____ New Constr SF: _____ Alt/Remodel SF: _____

Permit Type (✓)				Permit Change (✓)		Type of Improvement (✓)			
Building		Shop Drawings		Change of Contractor		New Construction		Shed	
Electrical		Tree Removal		Renewal		Alteration/Remodel		Fence	
Mechanical		Other:		Revision		Repair/Replace		Sign	
Plumbing				Extension		Demolition		Shell Only	
Roofing				Other:		Other:			

Property Owner/Fee Simple Titleholder

Name: _____

Address: _____

Telephone _____

Email: _____

Architect/Engineer

Name: _____

License No. _____

Address _____

Telephone _____

Email: _____

Contractor

Name: _____

License No. _____

Address: _____

Telephone _____

Email: _____

Bonding/Mortgage Lender

Bonding Company: _____

Address: _____

Mortgage Lender: _____

Address: _____

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 the hours of 7:00 a.m. to 7:00 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. All construction debris must be removed from the site by a hauler licensed with the City of Homestead.
4. STREETS AND NEIGHBORING PROPERTIES SHALL BE KEPT FREE FROM DIRT AND DEBRIS.
5. SWALES MUST BE PROTECTED FROM BEING DAMAGED BY EQUIPMENT OR VEHICLES.
6. CONSTRUCTION TRAILERS require a separate permit.
7. PORTABLE TOILETS for a construction site require a separate permit.
8. DO NOT DISCHARGE WATER INTO THE RIGHT OF WAY OR STORM DRAINS.
9. EQUIPMENT AND MATERIALS SHALL BE STORED within your property, not on public right of way.
10. 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 the 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 this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, 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. 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 City of Homestead 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 YOUR 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.

The Notice of Commencement must be recorded at: 22 N.W. 1st Street, 1st floor (305) 275 -1155 extension 6; once recorded, **MUST BE POSTED AT THE JOB SITE** in accordance with Section 713.35 of Florida Statutes. Failure to comply with this lien law may result in the property owner paying twice for the building improvements.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

Signature of Owner

Signature of Contractor/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 of Notary Public – State of Florida
SEAL:

Signature of Notary Public – State of Florida
SEAL:

Personally known OR, Produced Identification _____
Type of Identification Produced: _____

Personally known OR, Produced Identification _____
Type of Identification Produced: _____

