



City of Miami Gardens

Building Department

1515 NW 167th Street, Bldg # 4

Miami Gardens, FL 33169

305-622-8027 (Office) 305-622-8557 (Fax)

www.miamigardens-fl.gov

Change of Contractor Instructions

Package include the following:

- ◆ **This instruction sheet;**
- ◆ **Change of Contractor Form;**
- ◆ **Permit Application Form.**

Request to surrender permits where the contractor/qualifier is no longer going to perform work:

The contractor of record who is no longer going to perform work on a project must send a letter to the Building Department advising of this fact and include a copy of the permit. The letter must include the permit number, jobsite address and explanation as to why the permit is being surrendered. A hold will be placed under the permit to prevent inspections until the owner has completed the hold harmless process to change the permit into the name of the new contractor. The permit holder and property owner will receive written notification with reference to the change of contractor requirements.

Cancellation when the Owner will hire a New Contractor:

The owner of the property will need to submit a City of Miami Gardens Hold Harmless Letter Form. The Hold Harmless Letter needs to be signed by the property owner and in cases where the change is for a subsidiary permit, then by the general contractor as well. The signatures must be notarized.

The Hold Harmless Letter and the Application from the new contractor must be submitted to the Building Department. There will be a 10-day waiting period for the change of contractor to become effective. Please be advised that the Building Department charges an administrative fee of \$103.00 per change of contractor.



City of Miami Gardens

Building Department

1515 NW 167th Street, Bldg # 4
Miami Gardens, FL 33169
305-622-8027 (Office) 305-622-8557 (Fax)

www.miamigardens-fl.gov

Change of Contractor Hold Harmless

Date: ___ / ___ / ___

Ref: Property located at (address and legal description):

To whom it may concern:

As legal owner of the subject property, I request the cancellation of permit number (in full):
issued to (name of previous permit holder)
(address of previous permit holder)
on date ___ / ___ / ___ for the following reason

the last inspection date ___ / ___ / ___. I no longer authorize the previous permit holder to proceed with the
covered by the permit. I hereby apply as owner-builder [F. S. 489.103(7) as defined], or authorize (new contractor)

to apply for such permits as construct or complete the construction at subject property.

I, the owner, agree to hold the City of Miami Gardens Building Department, its agents and authorized personnel, hold harmless and
relieve them of any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the
cancellation of the existing permit or the issuance of a new permit. In the event there has been a change of ownership of the property, the
new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

Very truly yours,

Signature of Property Owner

Property Owner/Agent Signature Notary

State of Florida, County of Miami -Dade
Sworn and subscribed to me this:

Month Day Year

Personally Known or Identification:

(Type of ID and expiration date)

Printed Name of Property Owner/Agent

Signature of Notary Public

Notary Public Stamp:

I, the new contractor, agree to hold the City of Miami Gardens Building Department, its agents and authorized personnel, hold harmless
and relieve them of any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from
the cancellation of the existing permit or the issuance of a new permit. I, the new contractor, furthermore assume responsibility for the
entire scope of the permitted work, specifically all work completed and work to be completed. I, the new contractor, further assume
responsibility for the corrections, if required, of the work performed under the permit for which I am requesting cancellation. In the event
there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or
her intent to transfer the permit.

Very truly yours,

Signature of Qualifier

Qualifier's Signature Notary

State of Florida, County of Miami -Dade
Sworn and subscribed to me this:

Month Day Year

Personally Known or Identification:

(Type of ID and expiration date)

Printed Name of Qualifier

Signature of Notary Public

Notary Public Stamp:



City of Miami Gardens

Building Department
 1515 NW 167th Street, Bldg # 4
 Miami Gardens, FL 33169
 305-622-8027 (Office) 305-622-8557 (Fax)
www.miamigardens-fl.gov

PERMIT APPLICATION

FOR OFFICE USE ONLY	
Process No.:	_____
Date Applied:	_____
Clerk:	_____
Date Issued:	_____

Applied for under: **FLORIDA BUILDING CODE**

Location of Improvements: (USE BLACK OR BLUE INK ONLY)	
Job Site Address: _____	Master Permit No.: _____
Building No.: _____ Suite No.: _____	Tax Folio No.: _____
Lot: _____ Block: _____	Subdivision: _____ PB Page: _____
Current Use: _____	Proposed Use: _____

Property Owner Information:	
Name: _____	Address: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Work: _____ Other Telephone: _____

Lessee Information:	
Name: _____	Address: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Work: _____ Other Telephone: _____

Contractor Information:		License No.:
Name: _____	Qualifier's Name: _____	_____
Address: _____	Email: _____	_____
City: _____	State: _____	Zip Code: _____
Telephone: _____	Fax: _____	Other Telephone: _____

Information of Authorized Person to Pick up Permit:	
Name: _____	Address: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Work: _____ Other Telephone: _____

Type of Improvement:	
Detailed Scope of Work: _____	
Zoning:	Construction Cost:
Square Feet:	Lineal Feet:
No. of Units:	No. of Floors:
	Gallons:
	Building Height:

<input type="checkbox"/> RESIDENTIAL (R)		<input type="checkbox"/> COMMERCIAL (C)		<input type="checkbox"/> MULTI-FAMILY (M)	
<input type="checkbox"/> Building	<input type="checkbox"/> New Construction (BN)	<input type="checkbox"/> Roofing (RO)	<input type="checkbox"/> Zoning (ZO)	<input type="checkbox"/> Change of Contractor (CC)	<input type="checkbox"/> Change of Qualifier (CQ)
<input type="checkbox"/> Addition (BA)	<input type="checkbox"/> Renovations (BR)	<input type="checkbox"/> Signs (SI)	<input type="checkbox"/> Electrical (SE)	<input type="checkbox"/> Re-Certification of Plans (RC)	<input type="checkbox"/> Revision of Plans (RV)
<input type="checkbox"/> Manufactured/Modular (BM)	<input type="checkbox"/> Mechanical (ME)	<input type="checkbox"/> Public Works (PW)	<input type="checkbox"/> Landscaping (LA)	<input type="checkbox"/> Permit Renewal (PR)	
<input type="checkbox"/> Electrical (EL)	<input type="checkbox"/> Plumbing (PL)	<input type="checkbox"/> Demolition (DE)	<input type="checkbox"/> Fence (FE)		
<input type="checkbox"/> Pool (PO)		<input type="checkbox"/> Shed (SH)	<input type="checkbox"/> Miscellaneous (MI)		
		<input type="checkbox"/> Zip (ZIP)			

Architect Information:	
Name: _____	Address: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Fax: _____ Certification No.: _____

Engineer Information:	
Name: _____	Address: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Fax: _____ Certification No.: _____

Flood Criteria				
Flood Zone _____	F.B.E. _____	Map # _____	Date: _____	
Property Market Value	Construction Job Value	Improvement Ratio	Square Footage	Bottom of Lowest Structural Horizontal Member Elevation

ALL FIELDS MUST BE FILLED IN OR APPLICATION WILL BE DENIED PROCESS

ATTENTION ♦ IMPORTANT NOTICE - PLEASE READ CAREFULLY ♦ ATTENTION

A NOTICE OF COMMENCEMENT MUST BE RECORDED WHEN JOB VALUE EXCEEDS \$ 2,500.00. PERMIT CARD, PLANS AND THE RECORDED NOTICE OF COMMENCEMENT MUST BE VISIBLY POSTED, IN GOOD CONDITION AND ACCESSIBLE AT ALL TIMES ON THE JOBSITE.

Work may begin only after receiving a validated permit and permit card. Application submission alone does not grant the right to begin construction

Owner Agents must have an affidavit on file or one must be submitted with the permit application.

Qualifier's Affidavit: Application is hereby made to obtain a permit to do work and installation as indicated on the form. 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, POOL, EXTERIOR DOOR, MECHANICAL WINDOW, FENCE, DRIVEWAY, ROOFING AND SIGN(S) WORK; and that additional permits may be required by other government agencies.

Lessee's Affidavit: Lessee certified that he/she has full consent and authorization from the owner of subject property to perform the work mentioned and to hire captioned contractor.

Owner's Affidavit: I certified that the forgoing information is correct. Owner certifies that the aforementioned contractor has the authorization to perform the work as specified.

Owner Builder's Hold Harmless: (ONLY VALID FOR OWNER-BUILDER PERMITS)

- _____ I am personally responsible for knowledge of all applicable laws and regulations.
- _____ I will personally reside in the house after completion and have issuance of a Certificate of Occupancy.
- _____ Neither I, nor any member of my immediate household family, have made an application for, or have been issued either an Owner-Builder permit or Certification of Occupancy based on an Owner-Builder permit for a single family residence within the past three (3) years.
- _____ I will be on the premises either supervising or performing the action work at all times. I will submit an accepted form of identification upon request by the Building Department's agent.
- _____ I understand that if an inspection is not approved after three (3) attempts, the Inspector may place a Stop Work Order on the job; and require that a licensed contractor complete the work.
- _____ I understand that any person whom I may wish to hire to aid me in the construction of my home, except common laborers, must hold a valid Dade County Certificate of Competancy or be a State Certified contractor. All employees hired by me shall be covered by Workers Compensation Insurance. (Typically home-owner's insurance does not provide this coverage; please check with you insurance carrier.)
- _____ I understand all the requirements and responsibilities involved in obtaining an owner-builder permit.

I, have read and understood the forgoing disclosure, and am aware of my responsibilities and liabilities under my application for a building construction work on the described property. I further understand that failure to comply with all the required regulations may cause the revocation and/or denial of the permit and/or certificate of occupancy.

Notarized Signature of Property Owner/Agent

Signature of Property Owner/Agent
State of Florida, County of Miami -Dade
Sworn and subscribed to me this:

Month Day Year
Personally Known or Identification:

(Type of ID and expiration date)

Printed Name of Property Owner/Agent

Signature of Notary Public
Notary Public Stamp:

Notarized Signature of Lessee

Signature of Property Lessee
State of Florida, County of Miami -Dade
Sworn and subscribed to me this:

Month Day Year
Personally Known or Identification:

(Type of ID and expiration date)

Printed Name of Property Lessee

Signature of Notary Public
Notary Public Stamp:

Notarized Signature of Qualifier/Owner-Builder

Signature of Property Qualifier
State of Florida, County of Miami -Dade
Sworn and subscribed to me this:

Month Day Year
Personally Known or Identification:

(Type of ID and expiration date)

Printed Name of Property Qualifier

Signature of Notary Public
Notary Public Stamp:

		Building
		Flood Plain Mgr
		Public Works
		Plumbing
Date	Signature	Approvals

		Mechanical
		Electrical
		Structural
		Zoning
Date	Signature	Approvals

For Office Use Only

ALL FIELDS MUST BE FILLED IN OR APPLICATION WILL BE DENIED PROCESS



City of Miami Gardens

Building Department

1515 NW 167th Street, Bldg # 4

Miami Gardens, FL 33169

www.miamigardens-fl.gov

OWNER-BUILDER DISCLOSURE STATEMENT

The laws governing the State of Florida provide that a sole qualified owner may make application for a permit, provided the work under said permit is exclusively for the owner's occupancy and use. No more than one permit will be issued, to an owner-builder in a twelve (12) month period for a new Single Family Residence. The law requires that we provide you with the following disclosure statement:

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law (FRS. 489.103.) The exemption allows you, as the owner, of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build, or improve a one-family or two-family residence. You may also build or improve a commercial building at a cost of \$75,000.00 or less.

The building must be for your own use and occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within one (1) year after the construction is completed, the law will presume that you have built it for sale or lease, which is a violation of the exemption. You may not hire an unlicensed person to act as your contractor or subcontractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have the licenses required, by state law and by county and municipal ordinance. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed, must work under your supervision and must be employed by you, which means you must deduct FICA and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, Florida Building Code, and zoning regulations.

PROOF OF OWNERSHIP:

You must submit proof of ownership of the property concerned in the application, in the form of a property record card, (showing you own the property), or copy of mortgage or warranty deed of the land, or a Dade County tax receipt, copy of lease, statement to contain legal description of property and indicate property is in your name. Legal description and name of document of proof must correspond to the name and legal description of the application.

INSURANCE:

You should be advised that if your day labor employees cause any damage to persons or property, or 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.

DEMOLITION WORK:

In addition to meeting Florida Building Code requirements, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical services, gas, telephone, cable TV, etc., prior to commencing demolition. You are also required to obtain a permit from the State of Florida Department of Health and Rehabilitation Services (DOH) in order to abandon any septic tank that is on the property.

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRICAL, SEPTIC TANK, PLUMBING, ROOFING AND MECHANICAL WORK

IMPORTANT NOTICE - Please Read

1. **Work may begin** only after receiving a validated permit and permit card. Applying of a permit does not grant the right to begin construction.
2. **The construction, demolition, alteration and/or repair of any building** shall take place between the hours of 7:00 a.m. to 8:00 p.m. on weekdays.
3. **All construction of demolition areas** must be maintained in a clean, neat and sanitary condition free from construction debris.
4. **Streets and neighboring properties** surrounding the construction site shall be kept free from dirt and debris.
5. **Swales** must be protected from being damaged by equipment or vehicles.
6. **Construction trailers** are prohibited on single-family residential construction sites. Other construction may have a trailer, which requires a separate permit.
7. Department of Health and Rehabilitative Services (HRS) approval is required for applications involving **septic tanks**. Department of Environmental Resource Management (DERM) and/or Miami-Dade Water and Sewer Department (MDWASA) approval is required for applications involving **sewers**.
8. **Portable toilets** for a construction site requires a separate permit.
9. **Do no discharge water** into the right of way or storm drains without approval from the Bldg , Planning/Zoning Departments.
10. **Equipment and materials** shall be stored at least 10 feet from the edge of the right-of-way.
11. **Permit card, Permit and Plans** must be kept on site, be visible at all times, and be in good condition.
12. **Owner agents** must have an affidavit on file or one must be brought with the permit application
13. **Condo Association Letter of Approval** must be brought with the permit application.