



# *City of Miami Gardens*

Development Services - Building Department  
18605 NW 27<sup>th</sup> Avenue, City Hall, 1<sup>st</sup> Floor  
Miami Gardens, FL 33056  
305-622-8027 (Office) 305 626 4220 (Fax)  
[www.miamigardens-fl.gov](http://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 \$107.73 per change of contractor.



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## 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

<b>Property Owner/Agent Signature Notary</b>	
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

<b>Qualifier's Signature Notary</b>	
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:



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

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 Competency 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			Mechanical
		Flood Plain Mgr			Electrical
		Public Works			Structural
		Plumbing			Zoning
Date	Signature	Approvals	Date	Signature	Approvals

**For Office Use Only**

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



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## 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 always, 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.