



City of Miami Gardens
Development Services - Building Department
18605 NW 27th Avenue, City Hall, 1st Floor
Miami Gardens, FL 33056
305-622-8027 (Office) 305 626 4220 (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 \$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

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

Qualfier'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:



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FOR OFFICE USE ONLY

Process No.: _____

Date Applied: _____

Clerk: _____

Date Issued: _____

PERMIT APPLICATION

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: _____ Email: _____

Lessee Information/Owner's Agent:

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Work: _____ Email: _____

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: _____ Email: _____

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: _____

☐ RESIDENTIAL (R)

☐ COMMERCIAL (C)

☐ MULTI-FAMILY (M)

☐ Building Permit

☐ Electrical Permit

☐ Mechanical Permit

☐ Plumbing Permit

☐ Change of Contractor/Architect/Engineer

☐ Awning Canopies

☐ Commercial

☐ Demolition

☐ Fence

☐ Gutters

☐ Parking Lots

☐ Swimming Pools

☐ Residential

☐ Roof

☐ Sheds

☐ Signs

☐ Slabs

☐ Temp Work

☐ Temp Trailers

☐ Windows Doors

☐ Feeders

☐ Electric Services

☐ Electric System

☐ Temp Services

☐ A/C & Refrig.

☐ Boiler Install

☐ Fire Sprinklers

☐ Settling Tanks

☐ Water Treatment Plants

☐ Other: _____

☐ Change of Qualifier

☐ Re-Certification of Plans

☐ Revision of Plans

☐ Permit Renewal

Architect Information:

License No: _____

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Engineer Information:

License No: _____

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Flood Criteria

Flood Zone _____ B.F.E. _____ Map # _____ Date: _____

Property Market Value	Construction Job Value	Improvement Ratio	Square Footage	Bottom of Lowest Structural Horizontal Member Elevation



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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, 2020 Florida Building Code, and zoning regulations.

PROOF OF OWNERSHIP:

Legal description and name of document of proof must correspond to the name and legal description of the application. You must submit proof of ownership of the property concerned in the application as:

- * Recorded Quit Claim Deed;
- * Recorded Special Warranty Deed;
- * Recorded Warranty Deed;
- * Miami Dade County Tax Receipt;
- * For Commercial Properties a copy of lease, if applicable.

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 2020 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. **Affidavit of Awareness of Condo/Homeowner's Association Regulation** must be submitted with the permit application.



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Affidavit of Awareness of Condo/Homeowners' Association Regulation

SUBMITTAL REQUIRED WITH APPLICATION

OWNER - Please provide a brief description of work: _____

For office use ONLY - Job Type: _____

(Please Check One)

☐

I, _____, acknowledge that I am an owner/tenant in a
condo/homeowners' association and that as an owner/tenant of the association, I may be subject
to additional building, landscaping or other regulations. I further understand that the issuance of a
Building Permit by the City of Miami Gardens, Florida does not exempt me from any and all
other regulations imposed by the governing association.

☐

I, _____, am not an owner/tenant of a condo/homeowners'
association.

Job Address

Name of Condo/Homeowners' Association

Job City, State & Zip Code

Mailing Address of Condo/Homeowners'

Owner's Name

Condo/Homeowners' Association
City, State & Zip Code

Notarized Signature of Property Owner/Tenant

Printed Name 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)

Signature of Notary Public

Notary Public Stamp: