

PERMITTING HOURS  
ARE BETWEEN  
8:00 A.M. & 2:00 P.M.  
MONDAY - FRIDAY



12645 Pinecrest Parkway  
Pinecrest, Florida 33156  
T: 305.234.2121 | F: 305.234.2133  
building@pinecrest-fl.gov

**VILLAGE OF PINECREST**  
Building and Planning Department

Master Permit No. \_\_\_\_\_

Subsidiary Permit No. \_\_\_\_\_

**INSTRUCTIONS - THE FOLLOWING STEPS MUST BE TAKEN TO OBTAIN A PERMIT FROM THE VILLAGE OF PINECREST:**

Step 1. Complete the permit application which must be signed by the property owner and qualifier. Both signatures must be notarized. Please print or type to allow for a more accurate processing of your application. If roofing work will be done, a roofing permit application must be submitted along with this permit application. Express Permits must be submitted between 8:00 a.m. and 10:00 a.m. All other permits/plans must be dropped off by 2:00 p.m. and may take up to 30 working days to be processed.

Step 2. Submit the completed application with all necessary documents to the Building and Planning Department for processing. During the processing of your application, you may be asked to submit additional information.

**APPLICATION**

Job Address: \_\_\_\_\_

Address	Apt.	City	State	Zip
Folio Number _____	Description of Work _____			
Lot _____	Block _____			
Subdivision _____	PB _____	PG _____	Zoning _____	Linear Feet _____
Current Use of Property _____	Square Feet _____	Units _____	Floors _____	
Tenant Information _____	Value of Work _____	Bldg. Value _____		
Mall Unit Number _____	Tax Assessed/Appraised Value _____		Flood Zone _____	
	Base Floor Elev. _____			

PERMIT TYPE ( )	
Building	
Electrical	
Mechanical	
Plumbing	
LPGX	
Roofing	
Fence	
Other	

PERMIT CHANGE ( )	
Chg. Contractor	
Renewal	
Revision	
Extension	

TYPE OF IMPROVEMENT ( )			
New Construction		Enclosure	
Alteration Exterior		Repair	
Alteration Interior		Demolish	
Relocation of Structure		Shell Only	
Foundation Only		Add'l Attachment	
Other		Add'l Detachment	
Other			

ARCHITECT	
Name	
License No.	
Address	
Telephone	Fax
Email	

ENGINEER	
Name	
License No.	
Address	
Telephone	Fax
Email	

PROPERTY OWNER	
Name	
Address	
Telephone	Alt. Tel.
Email	
Fax	

CONTRACTOR	
Company Name	
License No.	
Address	
Email	
Telephone	Fax
Qualifier Name	

**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 Monday through Friday from 7:00 a.m. to 6:30 p.m., Saturdays from 8:00 a.m. to 4:00 p.m. No construction on Sundays or State Holidays. 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. STREETS AND NEIGHBORING PROPERTIES SHALL BE KEPT FREE FROM DIRT AND DEBRIS.
4. SWALES MUST BE PROTECTED FROM BEING DAMAGED BY EQUIPMENT OR VEHICLES.
5. CONSTRUCTION TRAILERS ARE PROHIBITED ON SINGLE FAMILY RESIDENTIAL CONSTRUCTION SITES. Other construction may have a trailer, which requires a separate permit.
6. PORTABLE TOILETS for a construction site require a separate permit.
7. DO NOT DISCHARGE WATER INTO THE RIGHT OF WAY OR STORM DRAINS without approval from the Building and Planning Department.
8. EQUIPMENT AND MATERIALS SHALL BE STORED within your property, not on public right of way.
9. 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.
10. The issuance of a development permit by the Village does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the Village for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. In addition, all applicable state and federal permits shall be obtained by the applicant before commencement of the development.

**AFFIDAVIT - PLEASE READ CAREFULLY**

Application is hereby made to obtain a permit to do work and installation as indicated. I, the OWNER of the property, certify that all work will be performed to meet the standards of all laws regarding construction in the Village of Pinecrest. I understand that separate permits are required for ELECTRICAL, PLUMBING, POOL, EXTERIOR DOOR, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING, SHUTTERS and SIGNS and there may be additional permits required from other governmental agencies.

I, the OWNER of the property, have disclosed all information related to any work at the property performed in the prior five (5) years to the Building Official. Further, I am fully aware that if the cumulative cost of work to my home or business under this and any other permit during the five (5) year period beginning on the date of the first improvement or repair to the structure subsequent to January 1, 2015 exceeds fifty percent (50%) of the market value of the structure, the entire structure must meet the present federal flood criteria for finished floor elevation plus 1 foot. I am also fully aware that if the work area to my home or business under this and any other permit equals or exceeds fifty percent (50%) of the aggregate area of the structure, then the entire structure must conform to the current code requirements of the Florida Building Code.

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 Village 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 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. The Notice of Commencement must be recorded at: 22 N.W. 1<sup>st</sup> Street, 1<sup>st</sup> floor (305) 275-1155 extension 6. Once recorded, the Notice of Commencement must be POSTED AT THE JOB SITE in accordance with Section 713.35 of Florida Statutes.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Contractor Qualifier

\_\_\_\_\_  
Print Name Sworn to and subscribed before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Print Name 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: \_\_\_\_\_

**INSTRUCTIONS:** Please indicate the type of work being performed and quantities in the space provided below.

ELECTRICAL							
TYPE	QTY.	TYPE	QTY.	TYPE	QTY.	TYPE	QTY.
Minimum Fee		Fixture - Fluorescent		Special Purpose Outlet		Service Repair	
A/C Central, Tons		Fixture Light		Rough Wire Outlet		Signs	
Air Conditioners		Flood Lights		Oven		Space Heater (kw)	
Chiller		FPL - Load Control		Parking Lot Lights		Spas/Hot Tubs	
Clear Violations		Garbage Disposal		Plugmold/Strip		Subfeeds, No. of Amps	
Compactor		Generators, etc.		Posts		Swim Pool, Commercial	
Deep Freezer		Heat Recovery		Range/Range Top		Swim Pool, Residential	
Demolition		Low-volt, Burglar		Refrigerator, Comm. (p/hp)		Switchboards	
Dishwasher		Low-volt, Fire		Refrigerator, Domestic		Temp Serv, Construction	
Dryer		Low-volt, Intercom/Telph.		Renew - Temp Service		Temp for Test - 30 days	
Fan		Low-volt, Television		Repair Circuits		Vacuum	
Fire Pump		Motor, Equipment Outlet		Service, Number of Amps			

MECHANICAL							
TYPE	QTY.	TYPE	QTY.	TYPE	QTY.	TYPE	QTY.
Minimum Fee		Condensate Drain		Generator		Refrigeration, Tons	
A/C Central, Tons		Cooling Tower		Heating Strips, each		Vent Hood, Resident.	
A/C Wall/win, Tons		Dryer Vents, Number of		Paint Booth		Ventilation, Cost	
Air Handler, Tons		Ductwork, Cost of		Piping, Flammable Liquid		Periodic Inspections	
Barbecue		Fire Suppression		Process/Pressure Piping			
Bath Fan-Vented, #		Fireplaces, Number of		Pressure Vessel			

PLUMBING							
TYPE	QTY.	TYPE	QTY.	TYPE	QTY.	TYPE	QTY.
Minimum Fee		Fountain		Sprinkler Pump		Floor Drain	
Supply A/C Well		Filter Replace		Pool Pump Replace		Ice maker	
A/C Condensate		Supply Well		Sump pump		Indirect Wastes	
Discharge Well		Sprinkler System		Gas - Natural		Laundry Tray	
Area Drains		Sprinkler Repair		Gas - Propane		Lavatory	
Roof Drain		Water Service		Gas - Appliance		Miscellaneous Fixture	
Catch Basin		Sewer Connection		Miscellaneous Repairs		Shower	
French Drain		Water Re-Pipe		Temporary Toilet		Sink	
Soakage Pit		Septic Tank		Bath Tub		Urinal	
Grease Trap		Relay Repair		Bidet		Vacuum Pump	
Interceptor		Septic Connection		Clothes Washer		Water Closet	
Cap - Fixture		Miscellaneous Equipment		Dental Chair		Water Heater	
Cap - Water		Pump and Abandon		Dishwasher		Water Heater New	
Cap - Sewer		Domestic Pump		Disposal			
Pool Piping		Re-circulate Pump		Drinking Fountain			

RECEIVED AND REVIEWED BY : \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

**CHECKLIST**

OWNER-BUILDER FORM (Attach)	CONDO ASSOCIATION APPROVAL (Attach)	PERMIT CLERK REVIEW _____
FIRE DEPARTMENT APPROVAL (Commercial/Multi-family)	PROOF OF OWNERSHIP (Attach)	UP FRONT FEE \$ _____ CK/CC/CASH
CONCURRENCY (New Construction)	HRS / DERM APPROVAL (Septic / Sewer)	Date: _____ Initials: _____

**PERMIT FEES**

\$3.00 per page (Scanning Fee) \$ _____	Police Impact Fee \$ _____
Village of Pinecrest \$ _____	Police Impact Admin. Fee (5%) \$ _____
_____ \$ _____	Zoning Fee \$ _____
_____ \$ _____	Planning Fee \$ _____
*Sub-Total: _____	Solid Waste \$ _____
Stormwater Review \$ _____	Expedited Fee \$ _____
Miami-Dade County \$ _____ (sq.ft. x \$81.25/1000 x \$0.60)	Municipal Fee \$ _____
Inspector State Educational Fund \$ _____ (.015 of *)	Muni. Admin. Fee (7.5%) \$ _____
State DCA \$ _____ (.015 of *)	Imp. Coverage Fee \$ _____
Building Code Enforcement Fine \$ _____	Imp. Admin. Fee (7.5%) \$ _____
Certificate of Occupancy/Completion \$ _____	Water Impact Fee \$ _____
Construction Sign \$ _____	Water Impact Admin. Fee (7.5%) \$ _____
Certificate of Use and Occupancy \$ _____	Sidewalk Fee \$ _____
Concurrency (8%) \$ _____	<b>TOTAL</b> \$ _____
Park Impact Fee \$ _____	<b>UPFRONT FEE</b> \$ _____)
Park Impact Admin. Fee (7.5%) \$ _____	<b>TOTAL DUE</b> \$ _____

**ISSUING OFFICIAL**

REVIEWED AND PREPARED BY : \_\_\_\_\_ DATE: \_\_\_\_\_

SECTION	BY	DATE
Zoning		
Electrical		
Mechanical		
Plumbing		
Public Works		
Structural		
Building		
Building Official		

**CONDITIONS OF APPROVAL**