PERMITTING HOURS
8:00 AM TO 2:00 PM
MONDAY – FRIDAY

CONTACT INFORMATION
T: 305.234.2121 F: 305.234.2133
building@pinecrest-fl.gov
INSPECTIONS: 305.234.2111
INSURANCE RENEWALS: renewals@pinecrest-fl.gov

VILLAGE OF PINECREST
Building & Planning Department

12645 Pinecrest Parkway,
Pinecrest, Florida 33156

MASTER PERMIT #_____

SUB PERMIT #_____

INSTRUCTIONS

STEP 1. APPLICATION WHICH MUST BE SIGNED BY THE PROPERTY OWNER & QUALIFIER; BOTH SIGNATURES MUST BE NOTARIZED. PERMITS/PLANS DROP OFF CLOSES @ 2:00 P.M.

STEP 2. SUBMIT THE COMPLETED APPLICATION WITH ALL NECESSARY DOCUMENTS TO THE BUILDING AND PLANNING DEPARTMENT FOR PROCESSING. REFER TO PERMIT CHECKLIST ONLINE AT: HTTPS://WWW.PINECREST-FL.GOV/Government/Building/Apply-for-a-Permit/All-Permits.

STEP 3. PROJECTS OVER $2,500 REQUIRE RECORDED NOTICE OF COMMENCEMENT POSTED AT JOBSITE PRIOR TO COMMENCEMENT OF CONSTRUCTION.

APPLICATION

JOB ADDRESS: _____ **FOLIO #: 20-_ _ _ _ - _ _ _ _ - _ _ _ _**

DESCRIPTION OF WORK: _____ **FLOOD ZONE: X AH7 AE7 AE10 AE11**

VALUE OF WORK: _____ **PROJECT SQ. FT.:** _____ **NO. OF FLOORS:** _____

CONTACT: _____ **EMAIL:** _____ **PHONE:** _____

PERMIT TYPE	(✓)	PERMIT CHANGE	(✓)	IMPROVEMENT TYPE	(✓)	CATEGORY	(✓)
BUILDING		REVISION		NEW CONSTRUCTION		COMMERCIAL	
ELECTRICAL		RENEWAL		ALTERATION		RESIDENTIAL	
MECHANICAL		CHG OF CONTRACTOR		ADDITION		APPRAISED BLDG. VALUE	
PLUMBING		CHG OF ARCH/EGR		DEMOLITION			
ZONING						$_____	

PROPERTY OWNER	
NAME	
ADDRESS	
PHONE	
EMAIL	

CONTRACTOR	
COMPANY	
QUALIFIER	
ADDRESS	
LICENSE #	
PHONE	
EMAIL	

ARCHITECT	
NAME	
LICENSE #	
PHONE	
EMAIL	

ENGINEER	
NAME	
LICENSE #	
PHONE	
EMAIL	

OFFICE USE ONLY

☐ *PERMIT CLERK REVIEW COMPLETE.* ***UPFRONT FEE AMOUNT PAID $_____ (if applicable)***

FEES TYPE	AMOUNT	FEES TYPE	AMOUNT
SCAN FEE ($3/PG)		ZONING/PLANNING	
BUILDING FEES		SOLID WASTE	
STORMWATER REVIEW		MUNICIPAL	
MIAMI-DADE COUNTY		STORM DRAINAGE	
FL DBR		IMPACT ADMIN	
FL DCA		SIDEWALK	
FINES		CONCURRENCY	
CERT. OF OCCUPANCY		EXPEDITE- REWORK	
CONSTRUCTION SIGN		**TOTAL DUE:**	

SECTION	BY	DATE
ZONING/PLANNING		
ELECTRICAL		
MECHANICAL		
PLUMBING		
PUBLIC WORKS		
STRUCTURAL		
STORMWATER		
BUILDING		
BUILDING OFFICIAL		

CONDITIONS OF APPROVAL

☐ ***CONDITION DESCRIPTION:***

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

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 ONE (1) YEAR 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 ONE (1) 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 BUILDING AREA, THEN THE ALTERATION MUST CONFORM TO THE CURRENT CODE REQUIREMENTS OF THE FLORIDA BUILDING CODE, EXISTING BUILDINGS SECTION 604 ALTERATION LEVEL 3.

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. 1ST STREET, 1ST 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

_____
SIGNATURE OF OWNER

_____
PRINT NAME SWORN TO AND SUBSCRIBED BEFORE ME THIS_____DAY OF _____,20___.

_____
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA
SEAL:

PERSONALLY KNOWN ___ OR, PRODUCED IDENTIFICATION _____
TYPE OF IDENTIFICATION PRODUCED: _____

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

_____
SIGNATURE OF CONTRACTOR QUALIFIER

_____
PRINT NAME SWORN TO AND SUBSCRIBED BEFORE ME THIS_____DAY OF _____,20___.

_____
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA
SEAL:

PERSONALLY KNOWN ___ OR, PRODUCED IDENTIFICATION _____
TYPE OF IDENTIFICATION PRODUCED: _____