



INFORMATION FROM OUR BUILDING DEPARTMENT

When is a building permit required?

The Village of El Portal uses a uniform building code called the Florida Building Code. This code is highly technical document and can be purchased from the Miami-Dade Building and Neighborhood Compliance Department located at 11805 SW 26 Street (Coral Way) Miami, FL 33175-2474, www.miamidade.gov/building or can be viewed at www.floridabuilding.org

The Florida Building Code states: "Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building or structure, or any outside area being used as part of the building's designated occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work. The Village of El Portal does not require a Building Permit for minor non-structural work, which value as determined by the Building Official is less than \$500.00. For minor repairs requiring permits the Minor Repair Form may be submitted. Building permits are issued in the name of the person(s) performing the work. Only licensed contractors or owners/builders may obtain a permit. Owner/builder permits are limited to **qualified** owners for:

- Construction within their own home
- Interior remodeling of commercial buildings is limited to \$5,000 in value.

All work performed under an owner/builder permit must be for the exclusively use of that owner.

The following is a description of the steps required to obtain a permit:

1. Fill out a Permit Application including a folio number (13 digit number from property tax statement or Miami-Dade County Property Appraisers, 111 N.W. 1st Street, 7th floor).
www.miamidade.gov
2. Permit Application must be notarized (both owners signatures and contractors)
3. Contractors must be properly certified and must submit licenses and Insurance Certificates with the Town named as a certificate holder.
4. Owner/builder must attach proof of ownership (warranty deed, closing statement or tax receipt) and sign and notarize Owner/Builder Affidavit.
5. Submit two (three required when work is done on right of way, must also submit a recorded copy of the "Covenant Construction within the Right of Way" form) sets of plans to include (as applicable): site/plot plan, floor plan, window and door schedule, location of plumbing and electrical fixtures, elevations, electrical service panel, cross sections of load bearing and fire walls with details of materials and fasteners, roof framing plan, structural calculation and energy calculation (when new structures or additions are air conditioned).
6. Submit two current Surveys.
7. Submit your required documentation at the Permit Counter.
8. Estimated review time for residential work is 5 working days and for commercial work is 14 working days.
9. You may contact us to inquire about the status of application.
10. After all reviews have been signed off on, please pay the permit fee at the cashier and the permit card will be issued.
11. Building Department Hours of Operation are from 9 AM to 5PM, Mon-Fri.

BUILDING & ZONING DEPARTMENT
500 NE 87th STREET
El Portal, FL 33138
(305) 795-7880 Fax: (305) 795-7884



OWNER-BUILDERS DISCLOSURE STATEMENT

The laws governing the State of Florida provide that a sole qualified owner may make application for 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 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 (F.S. 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 \$25,000.00 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 1 year after the construction is complete, the law will presume that you have built it for sale or lease, which is a violation of this 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 licenses required by state law and by county and municipal ordinances. 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 that you must deduct F.I.C.A. 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 codes, 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), copy of mortgage or warranty deed of the land, a Dade County tax receipt, copy of lease, or a statement containing legal description of property and indicating 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 service, 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 Rehabilitative Services (DOH) in order to abandon any septic tank that is on the property.

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

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OWNER/BUILDER AFFIDAVIT

NAME OF OWNER/BUILDER: _____
LEGAL DESCRIPTION/ADDRESS _____

Congratulations and good luck with your Owner/Builder project. Please feel free to call on us, if the Building department can be of assistance. This affidavit is designed to help you avoid some of the problems that Owner/Builders often encounter. Please read and initial each of the following items.

I do hereby certify that, as Owner/Builder, I understand and acknowledge the following:

- _____ 1) I am personally responsible for knowledge of all applicable laws and regulations
- _____ 2) I will personally reside in the house after completion and the issuance of a Certificate of Occupancy.
- _____ 3) 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 a Certificate of Occupancy based upon an owner/Builder permit (for a single-family residence) within the past three (3) years.
- _____ 4) I will be on the premises either supervising or performing the actual work at all times. I will submit an accepted form of identification upon request by the Building Department’s agent.
- _____ 5) I understand that if an inspection is not approved after two attempts, the Inspector may place a Stop Work Order on the on the job; and require that a licensed contractor complete the work
- _____ 6) 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 I licensed contractor. Workers Compensation Insurance shall cover all employees hired by me. (Typically home-owner’s insurance does not provide this coverage; please check with your insurance carrier)
- _____ 7) I understand all the requirements and responsibilities involved in obtaining an owner-builder permit. I, have read and understood the foregoing disclosure, and I am aware of my responsibilities and liabilities under my application for a building permit on the above-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 certificates of occupancy/completion

X _____
SIGNATURE OF OWNER

Print Name _____

STATE OF FLORIDA COUNTY OF MIAMI-DADE
Sworn to and subscribed before me
the _____ 20____
Personally know _____ or I.D. _____

By _____
(SEAL)



Work to be Done	Required Documentation for permit issuance
1. Repair and/or replacement of windows	1. Floor Plan indicating windows to be repaired or replaced, including the wind pressures. 2. NOA for each window (shutters will be required if not impact resistant). 3. Location of windows (i.e. bedrooms, bathrooms; make sure they meet the egress requirements)
2. Repair and/or replacement of exterior door	1. Floor Plan indicating the doors to be repaired or replaced including the wind pressures. 2. NOA for each door (shutters will be required if not impact resistant).
3. Awning/Canopies	Engineering drawings with its calculation. Survey with location of Canopy
4. Fences	1. Drawing indicating type of fence and its foundation. 2. Survey with location of fence
5. Screen enclosures	1. Signed and sealed engineer/architect drawing indicating type of enclosure and its components and its foundation. 2. Survey with location of enclosure
6. Interior non structural repairs	Repair list depicting the work to be done
7. Repair to other structural components	Signed and sealed engineer/architect report depicting repairs and listing components to be changed and how the work is to be performed
8. Shutters	1. Floor Plan indicating shutters to be installed including the wind pressures. 2. NOA for all shutters.
9. New Signs	1. Engineering drawings with its engineering calculation and location of sign 2. Survey with location of enclosure
10. Additions	1. Prepared, signed and sealed complete engineer/architect drawings depicting the scope of work to be performed and all the details of the construction, in compliance with the Florida Building Code. 2. Current Survey indicating area of proposed addition. 3. Calculations of areas (proposed to existing). 4. Calculation of area for lot coverage.
11. Roofing	As indicated in the Florida Building Code.
EMERGENCY REPAIRS	EMERGENCY REPAIRS MAY BE MADE IMMEDIATELY, PROVIDED A BUILDING PERMIT IS APPLIED FOR WITHIN THE NEXT BUSINESS DAY

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