



**TOWN OF SURFSIDE
BUILDING DEPARTMENT**

9293 HARDING AVENUE

SURFSIDE, FL 33154

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www.townofsurfsidefl.gov

EMAIL:buildingapp@townofsurfsidefl.gov

MASTER NO.

PERMIT NO.

BUILDING PERMIT APPLICATION

2023 FLORIDA BUILDING CODE IN EFFECT

PERMIT TYPE: (Check one)

☐ Structural

☐ Mechanical

☐ Electrical

☐ Plumbing

☐ Other

☐ Roof

JOB ADDRESS:													
OWNER'S NAME:													
OWNER'S ADDRESS:													
CITY:			PHONE#				FAX #						
FEE SIMPLE TITLE HOLDER'S NAME:					ADDRESS:								
CONTACT PERSON:					PHONE#								
EMAIL ADDRESS:													
CONTRACTOR:													
MAIL ADDRESS:													
CITY:			STATE				ZIP CODE:						
PHONE #			FAX #				EMAIL :						
CERT COMPETENCY:					STATE REGISTRATION:								
LOT		BLOCK		PRESENT USE:			PROPOSED USE:						
FOLIO NUMBER:				SUBDIVISION:									
NO. OF STORIES			OFFICES:		FAMILIES:		BEDROOMS:		BATHS:				
TYPE OF WORK:		ADD ☐		NEW ☐		ALTER ☐		REPAIR ☐		REPLACE ☐		OTHER ☐	
VALUE OF WORK : (Total all Trades):						SQ. FT: (TOTAL)			LINEAR FEET				
DESCRIBE WORK:													
ARCHITECT/ENGINEER'S NAME													
ADDRESS:													
PHONE#				FAX#				EMAIL					
MORTGAGE LENDER NAME:													

MORTGAGE LENDER'S ADDRESS:

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has been effected prior to the issuance of said permit and that all work be performed to meet the standards of all laws regulating construction in DADE COUNTY and the TOWN OF SURFSIDE whether specified in this application and accompanying plans or not. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, etc. The information provided herein by the Applicant is not evaluated for issuance of a Certificate of Use. The City reserves the right to deny or condition any proposed use of the property pursuant to provisions of the City's Code of Ordinances.

Initial this Page: _____

OWNER'S AFFIDAVIT: I certify that all information provided is accurate, and that all work will be performed in compliance with all applicable laws regulating construction and zoning. No work has been commenced prior to the issuance of the permit applied with this application, and all work will be done as indicated in the Application and all accompanying document and plans.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and there may be additional permits required from other governmental entities such as water management districts, state or federal agencies.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING A NOTICE OF COMMENCEMENT.

CONTRACTOR:
(Print Name): _____

OWNER:
(Print Name): _____

SIGNATURE _____

STATE OF
FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me
this _____ day of _____, 20_____
by _____

NOTARY: _____

SEAL:

Personally known _____
OR Produced Identification _____
Type of Identification Produced _____

SIGNATURE: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before
me
this _____ day of _____, 20_____
by _____

NOTARY: _____

SEAL:

Personally known _____
OR Produced Identification _____
Type of Identification Produced _____

The Permit is not valid until signed by an authorized representative of the TOWN OF SURFSIDE BUILDING DEPT. and all fees are paid.

ACCEPTED BY _____

AUTHORIZED BY _____



Notice to Permit Applicants:

1. Applications requiring structural review will be forwarded to a Professional Engineer/Miami-Dade Structural Plans Examiner. The engineer fee is \$100 per hour and the fee will be due and payable at the time of permit issuance. This is applicable to the structural portion of the review only.
2. If the work exceeds \$2500 (or heating/air conditioning repair/replacement of \$7500 or more) a certified copy of the recorded Notice of Commencement must be filed with the Building Department. Receipt of the notice will not affect the issuance of the permit but inspections may not be performed until and unless a certified copy of the recorded notice has been provided.

For additional information regarding the Notice of Commencement, please see Florida Statutes Chapter 713 Part One.

Name of Permit Applicant (owner or contractor)

Signature of Permit Applicant

Date



Pre Permit Checklist

RESIDENT REFERENCE GUIDE

Purpose

Section 14-104 of the Town of Surfside Code of Ordinances establishes requirements for securing construction sites, maintaining safe conditions, and protecting neighboring properties and the public during construction activities.

Who Must Comply?

Property owners and contractors responsible for covered construction sites must comply with applicable Town requirements. The section generally covers new construction, demolition, remodeling, and additions, subject to the exceptions and qualifications established in the Code.

Key Information for Residents

1. Construction Site Security

- Construction sites must be secured as required by Town regulations. (construction fences)
- Gates and access points must be appropriately secured to help prevent unauthorized entry.
- Owners and contractors are responsible for maintaining site security during construction.

2. Public and Neighboring Property Safety

- Construction activities must be managed to protect adjacent properties and public areas.
- Owners and contractors should take appropriate measures to minimize hazards associated with construction work.
- Construction materials and equipment must be managed responsibly to help maintain safe conditions.

3. Site Maintenance

- Construction sites must be maintained in accordance with applicable safety, sanitation, and property-maintenance requirements.
- Waste, debris, and materials must be managed appropriately.
- Required temporary sanitation facilities must be provided and maintained where applicable.



4. Responsibility for Compliance

Property owners and contractors are responsible for ensuring that their construction sites meet applicable Town requirements. Residents who observe potentially unsafe or unsecured construction sites may contact the appropriate Town department for guidance or to report a concern.

Questions or Concerns?

Residents may contact the Town of Surfside Building Department or Code Compliance Division for assistance regarding construction-site requirements and potential violations.

Official Code Reference: Town of Surfside Code of Ordinances, Chapter 14 – Buildings and Building Regulations, Article V, Section 14-104.

Important Notice: This guide is intended for general informational purposes only. It is a simplified summary and does not replace the official Code of Ordinances. Specific requirements, exceptions, and enforcement provisions must be verified against the current version of Section 14-104. It is the contractor/owner's responsibility to ensure each job site is in compliance with the Town Ordinances.

Date _____

Name of Applicant _____

Signature of Applicant _____



Sec. 14-30. BOND REQUIRED OF PERMIT APPLICANTS.

Prior to the issuance of any permit provided in this article, a cash or surety bond shall be deposited by the applicant for a permit with the town clerk as a guarantee that all town property damaged by the applicant or any contractor, materials suppliers or subcontractors under his supervision will be repaired to its original condition, and that the premises will be properly cleaned up and left in a sightly condition after the work has been completed.

The town manager, at his sole discretion, may require or waive the requirement of such bond; provided, however, that the amount of such bond shall not exceed five percent of the cost of the construction or demolition except that on work under \$10,000.00 in cost, a bond of up to \$500.00 may be required.

On application, any cash bond shall be refunded, or surety bond returned, when final inspection by the building inspector certifies that the conditions of the bond have been complied with; otherwise, as much of the principal amount of the bond as may be necessary shall be retained by the town and used to defray the expenses of cleaning up the premises or for repairs to damaged town property, which shall be done by the town.

In any event, if application for refund of a cash bond is not made within six months of the date of the final building inspection, the bond will be forfeited to the town. (Code 1960, § 6-7)

EDITED BY THE BUILDING OFFICIAL FOR CLARIFICATION

Bonds are required for the following types of projects:

- Roofing
- Driveways
- Concrete restoration
- Additions
- Remodeling
- Alterations
- Demolitions
- As deemed required by the Building Official-



**TOWN of SUFSIDE
Building Department**

Checklist for Flood Damage Control Review

This checklist must be attached to all Permit Applications for all New Construction and improvements, Renovations, Modifications, Remodels, and/or Additions to all Residential and Commercial Properties.

Project Name: _____

Project Address: _____

Permit Number: _____

REQUIRED DOCUMENTS

Must Be Submitted At Time of Permit Application

Building Elevation

1. Flood Zone Determination and FEMA Flood Elevation Certificate must be submitted with Plans.
2. Remodel of post-FIRM uninhabited space into habitable space below the BFE is prohibited. The remodeling project will be required to have the finished floor (if other than storage space) elevated to or above the BFE. Commercial structures may be flood-proofed one (1) foot above the BFE; design/details to be signed/sealed by a design professional.
3. Finished Floor Elevation is at the BFE for all new construction and substantial improvements.
4. The elevation of the top of the lowest floor is shown.
5. The elevation of the top of the slab in the attached garage is shown.
6. Flood resistant materials are identified and used for all areas below the BFE.
7. Lowest adjacent finished and natural grade is shown.
8. Highest adjacent finished and natural grade is shown.

9. Total area of all permanent openings (flood vents) identified and within one (1) foot above adjacent grade are shown, and minimum of two (2) openings on separate walls shown unless otherwise designed by a design professional.
10. Lowest elevation of machinery and/or equipment servicing the building (for example, A.C. pad) identified as being at or above BFE. GFI must be used for electrical or mechanical equipment below the BFE.

Substantial Improvement

1. If the value of improvement is equal to or exceeds 50% of the value of the structure, then the entire structure is to be elevated to or above the BFE.
2. Does the value of improvements within the preceding 5-year period equal or exceed 50% or greater of the value of the structure? If so, the entire structure is to be elevated.

Flood-proofing Certification

1. Commercial structures with a finished floor below the BFE to be engineered to be flood-proofed one (1) foot greater than the BFE.
2. Flood protection to be clearly identified on the plans, and flood-proofing certificate is required with the plans submitted for approval.
3. Flood-proofing operation procedures are required and are to be submitted with the plans to be reviewed.

Accessory Structures

1. Structure is for storage only, is not climate-controlled, and is not intended for any type of habitation.
2. Flood resistant materials are used for areas below the base flood elevation.
3. Structure is anchored to resist flotation and lateral movement.
4. Permanent openings (flood vents) are designed and will be installed.