

Notice: To All Building Permit Applicants

Requirements for Residential & Commercial Permits

PLEASE PROVIDE THE FOLLOWING:

The Town of Medley has also adopted the Florida Building Code. Section 104.1.1 of 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 obtain the required permit for the work. (Permits are also required for replacement of windows and sliding glass doors, as well as screen enclosures, storage sheds and carports of canvas or metal).

A permit is required because it's the law! A permit brings you the service of Building Department Plans Reviewers and Inspectors who are experts in their field. In addition to giving advice, they approve each phase of your project, checking to see that the work is done in accordance with the code and the approved plans. Working without a permit is illegal and can result in fines and cause problems if and when you sell your property.

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

1. Fill out a Permit Application for each trade of work that will be performed and have it signed and notarized by the owner or contractor.
2. Contractors: proof of license and registration with Dade County and the State of Florida is required. Insurance certificate addressed to the Town of Medley showing expiration date. You must pay a non-refundable yearly administration fee of \$50.00.
3. You may be required to obtain other approvals such as but not limited to DERM, MIAMI DADE COUNTY FIRE DEPT., PUBLIC WORKS, PLANNING, AND OTHERS.
4. Proof of payments of impact fees such as ROAD, FIRE, WATER DEPT., PARK TRUST FUND, PUBLIC SAFETY IMPACT FEE, & EDUCATIONAL IMPACT FEE (Miami Dade Impact Fees).
5. In the case of a new restaurant, owner must request to come before council for approval. Once approved, and if selling alcohol, the hotel & restaurant application must be brought to be signed by zoning official.
6. Residential homes or other developments where a homeowner association exists, a letter of approval describing the work allowed from the association is required.
7. Copy of Notice of Commencement must be submitted. Failure to record Notice of Commencement may result in paying twice for improvements to your property. Notice of Commencement must be posted on the job site before the first inspection.
8. Owner/builder must attach proof of ownership (warranty deed, closing statement or tax receipt or a letter of consent from the owner of the property notarized).
9. Submit (2) sets of plans approved by Miami Dade County to include site/plot plan, floor plan with location of plumbing and electrical fixtures, elevations, electrical service panel, cross sections of structural walls with details of materials and fasteners, roof framing plan, and energy calculation signed & sealed by architect/engineer.
10. Two (2) sets of structural/energy calculations signed & sealed by architect/engineer.
11. Submit a current survey of the property signed and sealed and less than six month old.
12. Certificate of elevation (signed and sealed by certified land surveyor).
13. Two (2) sets of Dade County Product control notice of acceptance letters (NOA) with (2) sets of manufacturer's shop drawings for any shed, window, exterior door, aluminum carport, screen enclosure, shutter, awning, skylight, glass block, garage door, etc.
14. Other affidavits: pool safety barrier, wood fence, right of way.
15. Zoning affidavit (signed & notarized by property owner)
16. You will need to pay an up-front permit fee of \$250.

It is up to the owner to ensure that the contractor obtains his own permit. This permit makes the contractor legally responsible for their portion of the work. If you hire a contractor, it is your responsibility to ensure that the contractor is licensed and insured. Always ask to see the permit for your project. If no permit is obtained, you (the owner) are legally responsible. Your plans and permit must be at the construction site and the address properly posted and visible from the street. The job to be inspected must be accessible. An OSHA approved ladder must be available if needed. To request an inspection, you need your permit number, job name, job address and inspection type. The hours to call for an inspection are from 7:00 a.m. to 4:00 p.m. Monday through Thursday. Inspections are performed the next business day. To request an inspection, please call the Town of Medley Building Department at (305) 887-6913. A building permit is valid provided an approved inspection is obtained within 180 days of its issuance, and an approved inspection is obtained every 180 days until completion.

Building Department

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PROJECT TYPE	REQUIREMENTS (TWO SET OF PLANS)
_ 1. FENCES & WALLS	SURVEY, PLANS, CONSTRUCTION DETAILS TO SCALE = 3/4" = 1'-0'. LETTERS OF RELEASE FROM ALL UTILITIES. HOLD HARMLESS LETTER SIGNED & NOTARIZED BY OWNER ADDRESSED TO THE CITY. ZONING & BUILDING REVIEW.
_ 2. WINDOW & DOOR	SHOP DRAWINGS OR CONTRACT WITH INSTALLER OR KNOW WINDOW MANUFACTURER NAME. PROVIDE DADE COUNTY CODE COMPLIANCE. STRUCTURAL, ZONING & BUILDING REVIEW. PROVIDE PLANS IDENTIFIED BY PRODUCT CONTROL NO. MULLIONS IDENTIFIED BY PRODUCT CONTROL NO., SHOW ALL WIND PRESSURES.
_ 3. DECKS & PATIOS	SURVEY, SITE PLAN FOUNDATION & FRAMING PLAN, IF WOOD.
_ 4. SCREEN ENCLOSURES HURRICANE SHUTTERS	DADE COUNTY PRODUCT CONTROL APPROVAL, SURVEY, SITE PLAN DRAWINGS & DETAILS SIGNED & SEALED BY ARCHITECT OR STRUCTURAL ENGINEER. BUILDING & ZONING DEPARTMENT REVIEW.
_ 5. PRE-FAB SHEDS OPEN TERRACE SHEDS, GAZEBOS,	SURVEY, SITE PLAN, FOUNDATION PLAN, TYPICAL SECT. ELEVATIONS. DADE COUNTY PRODUCT APPROVAL. BUILDING AND ZONING DEPARTMENT'S REVIEW.
_ 6. CARPORTS, GARAGE, ROOM ENCLOSURES CABANAS	SURVEY, SITE PLAN FOUNDATION PLAN TYPICAL SECT. ARCHITECTURAL PLANS & ELEVATIONS. BUILDING DEPARTMENT'S REVIEW.
_ 7. INTERIOR ALTERATIONS	FLOOR PLAN, CROSS SECTION FOUNDATION PLAN, IF APPLICABLE FOR EQUIPMENT ETC. ELECTRICAL, PLUMBING, MECHANICAL PLANS REQUIRED WHERE APPLICABLE.
_ 8. ADDITONS, BARNS STABLES, STORAGE FACILITIES	SURVEY, SITE PLAN, FLOOR PLAN, CROSS SEC., ELEVATIONS, INDIVIDUAL PLAN & DETAILS FOR ALL DIVISIONS STRUCTURAL CALCULATIONS.
-9. PAVING	SITE PLAN, PLANS WITH DETAILS FOR DRAINAGE AND ELEVATIONS. PUBLIC WORKS DEPARTMENT REVIEW & PERMIT. PUBLIC WORKS REQUIREMENTS.

PROJECT TYPE REQUIREMENTS (TWO SETS OF PLANS)

_ 10. DRAINAGE WELL	TWO SIGNED & SEALED COPIES OF RECENT SURVEY WITH ELEVATIONS AT REAR OF PROPERTY, MID-POINT ON SIDE, BACK OF SIDEWALK, AND PROPERTY LINES PROJECTED ONTO THE CENTER.LINE OF THE STREET. IF PROPOSED DRAINAGE REQUIRES A DRILL RIG, MAKE SURE PROPOSED LOCATION ALLOWS ROOM FOR SAID RIG. NOTE LOCATION ON SURVEY. DRAINAGE WELL SPECIFICATIONS .
_ 11. RETENTION SWALE	TWO SIGNED & SEALED COPIES OF RECENT SURVEY WITH ELEVATIONS AT REAR OF PROPERTY, MID-POINT ON SIDE, BACK OF SIDEWALK, AND PROPERTY LINES PROJECTED ONTO THE CENTERLINE OF THE STREET. RETENTION SWALE SPECS/DETAIL.
_ 12. IRON BARS	SKETCHES & DETAILS FOR WINDOW, DOORS SHOWING ESCAPE ATTACHMENTS.
_ 13. NEW CONSTRUCTION	SURVEY, SITE, FLOOR, FOUNDATION PLANS, ARCHITECTURAL AND STRUCTURAL SECTIONS ELEVATIONS, WINDOW & DOOR SCHEDULES, INTERIOR BATHROOMS & KITCHEN ELEVATIONS STRUCTURAL FRAMING PLAN, ARCHITECTURAL & STRUCTURAL SPEC. ELECTRICAL PLANS, RISERS AND LOAD CALC., A/C PLANS, FAN COIL, AND CONDENSING UNIT SPEC., PLUMBING RISER, ENERGY CALCS. STRUCTURAL CALCS. SUBMIT ALL PERMITS FOR BUILDING, ELECTRICAL, ROOF, PLUMBING MECHANICAL, & DRAINAGE.
- 14. SATELLITE DISH	SURVEY, DETAILED BLUE PRINTS, CERTIFIED BY MANUFACTURER ENGINEER MUST COMPLY WITH ORD. 90-11.
_ 15. SLAB & DRIVEWAYS	SURVEY, SITE PLAN FOUNDATION DETAILS. ZERO-LOT-LINE MUST COMPLY WITH ORD.
_ 16. LOT CLEARING	COMPLY WITH ORD. (MAY REQUIRE D.E.R.M. APPROVAL)
_ 17. FILL	SURVEY MUST COMPLY WITH ORD.
_ 18. INTERIOR & EXTERIOR	SIGN DETAILS WITH DIMENSION, ORDINANCE NO. OR SIGNS VARIANCE NO. (IF APPLICABLE) MUST COMPLY WITH CHAPTER 82.
