



**EARLY START REQUEST**  
Florida Building Code §105.12

**PURPOSE**

The Town of Medley Building Department has implemented an Early Start Request Program to provide an opportunity for construction to begin work while the application for building permit(s) is being reviewed.

***Please Note:***

***An Early Start request will only be approved if there an extended delay in the approval of plans and/or specifications, any unsafe conditions, an immediate emergency or other similar special circumstances as determined by the Chief Building Official.***

**AUTHORITY**

Section 105.12 of the Florida Building Code allows limited work to start before a building permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit. Any work completed prior to the permit issuance is entirely at the risk of the permit applicant.

**SUBMITTAL REQUIREMENTS** (Florida Building Code §105.2.3)

- Early Start Request must be electronically submitted to the Building Department.
- Complete Early Start Request Application signed by the Owner and Building Qualifier
- Early Start appropriate fee (if applicable)
- Copies of all applicable required County and State Agencies approvals must be attached to this application:

**SUBMITTAL PRE-REQUISITES**

- All required building permit applications and corresponding plans must have been already submitted to the Building Department.
- Building Permit applications and plans must have been approved by Fire, Planning, Zoning, Landscape and Engineering Divisions and any applicable other.
- All required demolition permits, and inspections must be obtained and approved (under a separate permit).



### EARLY START REQUEST APPLICATION

Please complete this application to apply for an Early Start Request. Make sure all contractor information is complete, including what specific work will be performed, for all contractors working under the Early Start Request.

Permit Number:		Name of Project:	
Property Address:			
Scope of Work:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration	<input type="checkbox"/> Interior Work
<input type="checkbox"/> Other:			
Previous Use:		Proposed Use:	

### CONTRACTOR INFORMATION

<b>STRUCTURAL</b>	
Work Description:	
Business / Contractor's Name:	
Qualifier's Name:	License Number:
Address / City / State/ Zip:	
Contact Name:	
Telephone:	Fax:
Email:	

<b>MECHANICAL</b>	
Work Description:	
Business / Contractor's Name:	
Qualifier's Name:	License Number:
Address / City / State/ Zip:	
Contact Name:	
Telephone:	Fax:
Email:	



***ELECTRICAL***

Work Description:

Business / Contractor's Name:

Qualifier's Name:

License Number:

Address / City / State/ Zip:

Contact Name:

Telephone:

Fax:

Email:

***PLUMBING***

Work Description:

Business / Contractor's Name:

Qualifier's Name:

License Number:

Address / City / State/ Zip:

Contact Name:

Telephone:

Fax:

Email:

***\*All contractors performing work under the Early Start Request must be registered with the Town of Medley and submit a current Contractors license, a liability insurance and worker's compensation prior to Early Start application.***



**TOWN OF MEDLEY**  
**BUILDING DEPARTMENT**  
 7777 NW 72<sup>nd</sup> Avenue  
 Medley, Florida 33166

Office 305-887.9541 • Fax 305-885-6928

APPLICANT NAME:		DATE:
ADDRESS:		
Re:	Permit Application #:	Job Address:

**TO:**

Miguel A. Núñez – Chief Building Official  
 Town of Medley – Building Department  
 7777 NW 72<sup>nd</sup> Avenue  
 Medley, FL 33166

Please allow this letter to serve as a formal request to allow work to commence for the above referenced location prior to the issuance of the permit. This request is being made pursuant to, and in accordance with the provisions of the Florida Building Code, Section 105.12, which provides that the Building Official **may** authorize work beginning before the issuance of a building permit if there is a delay in approval of the plans and/or specifications or other similar special circumstances. Section 105.12 further provides that upon written approval of the Building Official, "the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed entirely at risk of the permit applicant and the work does not proceed past the first required inspection."

We, the undersigned, assert that all work will be performed as represented on the plans submitted with the application and in accordance with the Florida Building Code. It is understood that the Florida Building Code may require changes to the proposed scope of work.

We, the undersigned, collectively and individually, accept direct and indirect risk. In consideration for approval of this request, we, the undersigned, collectively and individually, agree to indemnify, hold harmless, and defend the Town of Medley, its elected officials, appointed officials, employees, and from any and all legal actions or damages, claims, costs, losses, and/or attorney's fees that may result from the approval of this request to allow work to commence prior to the issuance of a permit. The Town shall have the right to select its own legal counsel. We understand all direct and indirect the risks and responsibilities associated with this request and appreciate your consideration in this matter.

X \_\_\_\_\_  
 Signature of Property Owner

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

X \_\_\_\_\_  
 Signature of Tenant/Requestor

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
 (Type / Print Property Owner Name)

\_\_\_\_\_  
 (NOTARY'S SIGNATURE as to Private Provider)

Notary Name \_\_\_\_\_  
 (Print, Type or Stamp Notary's Name)  
 Personally Known \_\_\_\_ or Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
 (Type / Print Tenant/Requestor Name)

\_\_\_\_\_  
 (NOTARY'S SIGNATURE as to Private Provider)

Notary Name \_\_\_\_\_  
 (Print, Type or Stamp Notary's Name)  
 Personally Known \_\_\_\_ or Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_

Building Official's signature and date indicates the request has been approved.  
 Miguel A. Núñez – Chief Building Official