

# NOTE: ALL SHEETS MUST BE REVIEWED

**MIAMI-DADE COUNTY PLANNING AND ZONING DEPARTMENT**  
 Herbert S. Saffir Permitting and Inspection Center  
 11805 SW 26 ST (Coral Way) • Miami, Florida 33175-2474 • Phone: (786) 315-2650

## ZONING IMPROVEMENT PERMIT APPLICATION

(Please fill out completely)

LOCATION OF IMPROVEMENTS	Job Address _____ Folio _____ Lot _____ Block _____ Subdivision _____ PBpg _____ Metes and bounds _____	CONTRACTOR INFORMATION	Contractor No. _____ Qualifier S.S. _____ Contractor's Name _____ Qualifier Name _____ Address _____ City _____ State _____ Zip _____
PERMIT TYPE	<b>ZONING IMPROVEMENT PERMIT</b> <input type="checkbox"/> 0001 Paving, Drainage of Existing Facilities. Estab. Outside Storage <input type="checkbox"/> 0002 Farm Buildings <input type="checkbox"/> 0003 Temp Buildings Used for Construction, Trailer or Modular <input type="checkbox"/> 0004 Awnings, Canopies and Fabric Covered Framework, residential <input type="checkbox"/> 0005 Painted Wall Sign <input type="checkbox"/> 0006 Balloon Sign <input type="checkbox"/> 0007 Stick on fabric letters *fences with concrete columns require bldg. 18 permit	CHANGE TO AN EXISTING PERMIT	Current use of property _____ Description of Work _____ Sq. Ft. _____ Unit _____ Floors _____ Value of Work _____ <input type="checkbox"/> Extension <input type="checkbox"/> Chg. Contractor <input type="checkbox"/> Revision <input type="checkbox"/> Reissuance
PERSON TO PICK UP PLANS	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	OWNER'S NAME	Owner _____ Address _____ City _____ State _____ Zip _____ Phone _____ Social Security _____ - _____ - _____
BONDING	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	ARCHITECT ENGINEER	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____
		MORTGAGE LENDER	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

**OWNER'S AFFIDAVIT:** I certify that all of the foregoing information is accurate.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY OR LENDER BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Agent \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 STATE OF FLORIDA COUNTY OF MIAMI-DADE  
 Sworn to and subscribed before me this \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_\_\_\_,  
 by \_\_\_\_\_  
 (SEAL) \_\_\_\_\_  
 Personally known \_\_\_\_\_  
 or Produced Identification \_\_\_\_\_  
 Type of Identification Produced \_\_\_\_\_

Signature of Qualifier \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 STATE OF FLORIDA COUNTY OF MIAMI-DADE  
 Sworn to and subscribed before me this \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_\_\_\_,  
 by \_\_\_\_\_  
 (SEAL) \_\_\_\_\_  
 Personally known \_\_\_\_\_  
 or Produced Identification \_\_\_\_\_  
 Type of Identification Produced \_\_\_\_\_



## MIAMI-DADE COUNTY CONSTRUCTION LIEN LAW FOR OWNERS

**NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.**

### **WARNING TO OWNER**

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$2,500.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$5000.00 in value. This notice must be signed by you, the property owner.

Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

### **YOU MUST FILE A NOTICE OF COMMENCEMENT**

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent.

The Notice of Commencement form, provided with this information packet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded.

If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded.

You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

Florida law requires the Building Department to be a second source of information concerning the improvements made on real property. The Building Permit Application (included with this packet) has been expanded to include information on the construction lender and the contractor's surety, if any. The new application requires your signature or your agent's, to inform you of the Construction Lien Law.

### **YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE**

By law, the Building Department is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1)(d)).

### **NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS**

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

### **RELEASE FROM LIEN FROM CONTRACTOR**

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor.

If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney.

The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

### **RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW**

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

**Documents are recorded at the Clerk of the Courts, MIAMI-DADE COUNTY RECORDER, COURTHOUSE EAST, 22 N.W. First Street, 1st Floor, Miami, FL 33128.**

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose \$12.87 (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on recording documents call (305) 275-1155.

**NOTICE OF COMMENCEMENT**  
**A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION**

PERMIT NO. \_\_\_\_\_ TAX FOLIO NO. \_\_\_\_\_

STATE OF FLORIDA:  
COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property and street/address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Description of improvement: \_\_\_\_\_  
\_\_\_\_\_

3. Owner(s) name and address: \_\_\_\_\_  
\_\_\_\_\_

Interest in property: \_\_\_\_\_

Name and address of fee simple titleholder: \_\_\_\_\_  
\_\_\_\_\_

4. Contractor's name and address: \_\_\_\_\_  
\_\_\_\_\_

5. Surety: (Payment bond required by owner from contractor, if any)

Name and address: \_\_\_\_\_

Amount of bond \$ \_\_\_\_\_

6. Lender's name and address: \_\_\_\_\_  
\_\_\_\_\_

7. Persons within the state of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes,

Name and address: \_\_\_\_\_  
\_\_\_\_\_

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name and address: \_\_\_\_\_  
\_\_\_\_\_

9. Expiration date of this Notice of Commencement: (the expiration date is 1 year from the date of recording unless a different date is specified) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Print Owner's Name \_\_\_\_\_ Prepared by \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Address: \_\_\_\_\_

Notary Public \_\_\_\_\_

Print Notary's Name \_\_\_\_\_

My commission expires: \_\_\_\_\_

# RELEASE OF LIEN AND AFFIDAVIT

1. The undersigned contractor, for an in consideration of the payments of the sum of \_\_\_\_\_ paid by receipt of which is hereby acknowledged, hereby releases and quit claims to \_\_\_\_\_, the owner of the herein-after described property, all liens, lien rights, claims or demands of any kind whatsoever, which the undersigned now has to might have against the building located on, or premises legally described as \_\_\_\_\_

on account of labor performed and/or materials furnished for the construction of any such improvements on said premises.

2. All labor and materials used by the undersigned in the erection of said improvements have been paid in full, except as follows: \_\_\_\_\_

3. All lienors furnishing labor, services, or materials for said improvements have been paid in full, except as follows: \_\_\_\_\_

4. This instrument is executed and delivered to the owner in compliance with Chapter 713, Florida Statutes.

5. The undersigned contractors does hereby consent to the payment by the owner of all lienors giving notice and those lienors above named.

IN WITNESS WHEREOF, I have hereunto set by hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Witnesses:

1. \_\_\_\_\_ (SEAL)  
(Contractor)

2. \_\_\_\_\_ By \_\_\_\_\_  
(President)

**STATE OF FLORIDA:**

**COUNTY OF MIAMI-DADE:**

I, hereby acknowledge that the statements contained in the foregoing Release of Lien and Affidavit are true and correct. Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

Print Notary's Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_