**PUBLIC WORKS PERMIT APPLICATION**

Miami Dade County (PIC)
11805 SW 26 Street, Miami, FL 33175
Phone (786) 315-2708, Fax (305) 375-2178

**LOCATION INFORMATION**

<table>
<thead>
<tr>
<th>Job Address</th>
<th>Folio</th>
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<th>Lot</th>
<th>Block</th>
<th>PB</th>
<th>PG</th>
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Along From To

Along From To

**OWNER INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, FL Zip</th>
<th>Phone</th>
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**CONTRACTOR INFORMATION**

<table>
<thead>
<tr>
<th>Contractor No.</th>
<th>NAICS Code</th>
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<table>
<thead>
<tr>
<th>Contractor's Name</th>
<th>Address</th>
<th>City, FL Zip</th>
<th>Phone</th>
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**PROJECT INFORMATION**

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<tr>
<th>Name</th>
<th>Job No.</th>
<th>Bond No.</th>
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Subdivision □ Comm □ Warehouse □ Multi Family Res □ Single Family Res.

**PERSON TO PICK UP PERMIT/PLANS** *

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, FL Zip</th>
<th>Phone</th>
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**TYPE OF WORK**

<table>
<thead>
<tr>
<th>Driveway Approach</th>
<th>Driveway (interior)</th>
<th>Sidewalk</th>
<th>Curb &amp; Gutter</th>
<th>Paving (Parking Lot)</th>
<th>Paving (Street)</th>
<th>Seal Coating</th>
<th>Drainage</th>
<th>Electric</th>
<th>Gas</th>
<th>Telecommunication</th>
<th>Water</th>
<th>Sewer</th>
<th>Traffic Sign</th>
<th>Other</th>
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**DIMENSIONS**

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<th># of MHHH, Poles</th>
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**# of MHHH, Poles**

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**COC not registered with Miami Dade County Building Department must provide proof of insurance, workman’s compensation insurance and status of license.**

**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.**

* An authorization letter on Company letterhead from the qualifier will be required for any other person picking up the permit/plans.

**WARNING TO OWNER:** Unit owner and/or permit applicant may need approval from your HOA for the work being requested; and the unit owner and/or permit applicant are responsible for obtaining the required approval from the HOA before beginning any work.

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

---

**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

(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

(SEAL)

Personally known or Produced Identification

Type of Identification Produced

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Form 04/02/2019
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 file a Notice of Commencement with the
Clerk of the Court's Office. You 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 as proof.

The Notice of Commencement is 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 not 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 and Neighborhood Compliance
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 and Neighborhood Compliance
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 vendor
is providing services or materials. Subcontractors and suppliers
must give 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 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 the recording fee (for a single copy) and written
instructions for recording and returning a certified copy of the
recorded documents. For additional information on fees and
recording documents, call (305) 275-1155.