



**CITY OF SUNNY ISLES BEACH  
BUILDING DEPARTMENT**



# Building Permit Guide

# A Message from the City Manager



Building permitting can often seem complex and daunting, however it is an important and necessary process, which ensures the safety of all our residents and visitors. In this booklet, you will find helpful information to decipher this process, including how to keep your best interests at the forefront, ensuring the contractors you are working with remain honest and straightforward, and how to utilize our online service that enables owners to check their permit status.

~ *Christopher J. Russo*

## 4 W's of Building Permitting

### What is a building permit?

A building permit is the formal approval by the designated government agency, which gives you legal permission to start construction of a building project. This approval is issued in accordance with reviewed drawings and specifications that comply with the requirements of the Florida Building Code and other applicable federal, state, county, and local codes.

### Why do I need a building permit?

A permit brings you the knowledge and expertise of the Building Department Plans Reviewers and Inspectors. Experts in each field (electrical, mechanical, plumbing, etc.) approve each phase of your project, verifying that the work is completed in accordance with the approved plans. In doing so, they protect you, as well as the general public, by reducing the potential hazards of unsafe construction. Working without a permit is not only illegal, which will result in fines, but can also be a life safety hazard to you and your neighbors and can cause problems if and when you sell/refinance your home.

### When do I need a building permit?

Every situation is unique and can consist of many variables. Therefore, the best way to find out if you need a permit is to call the SIB Building Department at 305.947.2150 to discuss your proposed project with our knowledgeable staff. Even if a permit is not needed, staff can answer questions you may have about your construction project. For permitting requirements for the most common instances of construction, please see the table on the next page.

### Where can I get a building permit?

For information and permit forms, please visit our website at [sibfl.net/building-dept](http://sibfl.net/building-dept). You can submit permit applications at the SIB Building Department at 18070 Collins Avenue, 3rd floor. Questions can be directed to 305.947.2150.

## When do I need a building permit?

Per Florida Building Code Section 105.1 Work that <b>REQUIRES</b> a permit:	Single Family Residences	Condominium Units	Apartment/ Hotel Units	Commercial/ Retail/Office
Additions	✓	✓	✓	✓
Demolitions	✓	✓	✓	✓
New Construction	✓	✓	✓	✓
<b>Renovations (Exterior)</b>				
Awnings/Screen Enclosures (Installation)	✓	✓	✓	✓
Decks, Driveways & Walkways	✓	✓	✓	✓
Doors (Installation)	✓	✓	✓	✓
Fences	✓	✓	✓	✓
Garages (Renovations or Conversions)	✓	✓	✓	✓
Painting	✓	✓	✓	✓
Pools	✓	✓	✓	✓
Roofing (Repair or Replace)	✓	✓	✓	✓
Sheds & Accessory Structures (Installation)	✓			✓
Windows/Shutters (Installation)	✓	✓	✓	✓
<b>Renovations (Interior)</b>				
Appliances (Replacement) permanently attached to plumbing, mechanical, electrical systems such as garbage disposals, water heaters	✓	✓	✓	✓
Bathroom (Remodel)	✓	✓	✓	✓
Drywall Repairs/Replacements/Removal	✓	✓	✓	✓
Electrical Systems	✓	✓	✓	✓
Flooring - Carpet				
Flooring - Tile, Wood, Laminate, etc.		✓	✓	✓
HVAC Systems - Permanent Units (Heating, Ventilating & Air Conditioning)	✓	✓	✓	✓
HVAC - Portable Units (Heating Appliances, Ventilation Equipment & Cooling Units)				
Kitchen (Remodel)	✓	✓	✓	✓
Molding & Trim				✓
Painting				
Plumbing Systems	✓	✓	✓	✓
Shelving				✓

# The Permitting Process

## 1 Talk to your SIB Building Department Staff

The SIB Building Department wants your project to be a success and will help you avoid potential problems that could cost you time and money. Contact our SIB Building Department staff to go over your project or schedule a pre-construction meeting. The staff will ask you questions to get a better understanding of your project and then advise of any requirements, including resources for other agencies that might need to be involved in your permitting process, such as Miami-Dade Fire Department and Miami-Dade Department of Environmental Resources Management (DERM). You will then receive an application for a building permit.

## 2 Submit an Application

At this stage, you will document the “Who, What, When, Where, and How” of the job, by submitting an SIB Building Permit Application along with any layouts, drawings, or plans of the proposed work. Depending on the extent of your project, you might be required to submit drawings prepared by a Florida Registered Architect or Professional Engineer. Our permit clerks will review the paperwork for completeness, verify your contractor has all the required licenses/insurances, and then issue a process number to your application.

## 3 Review Process

The SIB certified plans examiners will review your plans and determine if your project is in compliance with local requirements and the applicable building codes. If your plans meet these requirements, a permit will be issued. If not, the plans examiners will issue comments and may suggest solutions.

## 4 Receive Permit

Once your application has been approved, the designated point of contact on the application will be notified to receive the permit. Upon receipt of the permit card, you will have legal permission to start the project. Permit fees are based on the size of the job, according to the City’s approved fee schedule, and are collected to cover the cost of the application, the review, and inspection process. Separate permits are required for electrical, plumbing, and heating or air conditioning work. A complete copy of the Building Department’s fee schedule can be found at [sibfl.net/building-dept](http://sibfl.net/building-dept).

## 5 Inspections

On-site inspections are required to make certain the work conforms to the permit, the approved plans, and all applicable federal, state, county, and local codes. Depending on the size of the project, the number of inspections may vary. Your contractor will be responsible for calling progress inspections throughout the course of the job. Inspections that are called in before 3 p.m. are typically performed the following business day.

## 6 Final Approval

The Building Official provides documentation when construction is complete and code compliance has been determined. Enjoy your new surroundings with the peace of mind and the knowledge that they meet the safety standards in your community.

# Online Permitting & Inspection Services

**Did you know you can now access your permit and inspection information along with status updates online?** After the initial permit application is completed in person at the Building Department, homeowners, contractors and developers may now track a permit with an online account. This account gives access to the entire process including plan review, comments, issuance of the permit, inspections, and the permit closeout once the job is complete.

All of the information is in real time, meaning a processing number is issued for the permit as soon as the contractor has met with the permit clerk and updates are entered. Inspection results are also available as soon as an inspector enters the information onsite. This system gives instant access to permits from the time of application through completion of the project. You will receive immediate email updates throughout the progression of your project.

To create an online account and view permit and inspection results, visit [sibfl.net/building-dept](http://sibfl.net/building-dept).



## 40 Years or Older Recertification

In accordance with Miami-Dade County Code, Section 8-11 (f), all buildings, except single-family residences, duplexes and minor structures, must be recertified when the structure becomes 40 years old and then every 10 years after the first Recertification. For additional information, see the Building Department's 40 Years or Older Recertification palm card.

## Specialized Permitting Services

At the request of our residents and developers, the Building Department now provides Specialized Permitting Services for Interior Remodeling Permits.

This service includes:

- A Pre-Construction meeting with the Building Official and/or designee
- Permit counter service by appointment; no lines, no waiting
- Expedited Plan Review
- Orientation and direct assistance in setting up an online permitting account
- Concierge service throughout the permitting and inspection process from start to finish

In addition to the calculated permit fees, this new service will cost \$1,000 OR 1% of the total job cost, whichever is higher (job cost will be determined by the Building Official or designee).

# Permit Requirements (Most Common Types)

## General Requirements:

- Completed, signed and notarized permit application
- Proof of ownership (Deed, Closing Statement, Tax Bill, Corporations Annual Report)
- Copy of the contract document signed by the owner & contractor
- Condominium Association Approval letter (for work in condominiums)

## Interior Permitting

### Air Conditioning Replacement:

- AHRI Document and Mounting Details (2 sets)
- Structural Calculations (2 sets)

### Flooring Permit:

- Unit's Floor Plan (2 copies)
- Sound Control Specifications (2 copies)

### New Construction/Interior Remodeling:

- Plans (signed & sealed, 2 sets)
- Approval from W.A.S.D.\*, City of NMB Water Dept.\*, DERM (Dept. of Environmental Resource Management), Miami-Dade County and the MDC Fire Dept.
- Property's Spot Survey and Proposed Elevation Certificate (signed & sealed, 2 copies)

\*Review by these agencies applies to new construction, additions, changes in use only



City of Sunny Isles Beach

## Exterior Permitting

### Asphalt, Driveway, & Sidewalks Permit:

- Drawings showing location of driveway, drainage, and work specifications (2 copies)
- Recent Survey (2 copies)
- Commercial condominium buildings require layout of parking

### Exterior Painting Permit:

- Color Samples (2 copies)
- Building elevations or pictures of structure showing areas to be painted (2 copies)

### Fences Permit:

- Site Plan & Recent Survey (2 copies)
- Fence Specifications
- Must comply with SIB Ordinance 2001-125 for vacant properties
- Wind Load Calculations prepared by Structural Engineer/Registered Architect (signed & sealed, 2 copies – for solid fences only)

### Patio Deck Permit:

- Drawing showing location of deck and deck specifications (2 copies)

### Pool Permit:

- Building, Plumbing, Electrical & Mechanical permits
- Survey, Site Plans (signed & sealed, 2 copies)
- Soil Test (2 copies)
- Fence Permit
- County Health Dept. to be notified in writing of proposed resurfacing work by contractor. Copy of letter must be submitted to Building Dept.

### Storm Shutters, Windows & Doors Permit:

- Miami-Dade County Product Control approval (2 copies)
- Calculations for wind pressure prepared by a Structural Engineer/Registered Architect (signed & sealed, 2 copies)
- Unit/building layout showing shutter type and location for installation (2 copies)
- Shutter Installation: Shutter Product (signed & sealed, 2 copies); Approval Authorization Form from Shutter Company

# The Importance of Hiring Licensed Contractors

While hiring an unlicensed contractor may provide a quick fix in the short term, it can result in serious and lasting consequences, including further damage to your property. Instead, hiring a licensed contractor will give you peace of mind knowing that the project will be done by

someone who has taken the time to acquire the appropriate education, workers' compensation, and liability insurance. You are also taking the first step in adding value to your home. Below you will find some tips and suggestions for finding the right contractor.

## Guidelines to help you make the right decision when hiring a contractor

- Before hiring a contractor, ask to see a state-issued license. Depending on the type of work, some contractors may only need a Miami-Dade County license. You can call the Building Department at 305.947.2150 to find out what type of licensed contractor is required for your project.
- Make sure a contractor's license is current and active by calling the State at 850.487.1395 or visiting [MyFloridalicense.com](http://MyFloridalicense.com). You are also able to verify the contractor's information by calling the Building Department.
- An occupational license does not qualify an individual to act as a contractor.
- Ask for references. A legitimate contractor will be happy to provide you with the names and contact information of recent customers.
- Get written estimates from several licensed contractors. Make sure the estimate includes the work the contractor will do, materials involved, completion date, and total cost.
- Beware of contractors who claim to be the fastest or cheapest. Hiring them could result in poor workmanship, inferior materials or unfinished jobs.
- Avoid paying cash.
- Avoid any contractor who requires payment in advance. Arrange to pay after work is completed or in agreed-upon installments.
- Do not sign off that the work is complete until all work is finished to your satisfaction and all permits are cleared via a final inspection and/or a Certificate of Completion is issued from the Building Department.
- If your contract exceeds \$2,500, become familiar with the Florida Construction Lien Law. You can find details at [MyFlorida.com/dbpr](http://MyFlorida.com/dbpr).
- Beware of contractors soliciting business door-to-door who frequently travel in unmarked trucks and vans. They usually give a post office box address instead of a street address.



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**Sunny Isles Beach Building Department**

18070 Collins Avenue, Third Floor

Sunny Isles Beach, FL 33160

305.947.2150

[sibfl.net/building-dept](http://sibfl.net/building-dept)