



Town of Miami Lakes Building Department

PERMIT PROCESS

Front Counter – Permit Clerks

- ✓ Intake Permit Application and all pertinent submittal documents
- ✓ Verify address has no existing open permits or violations, if existing need to be cleared
- ✓ Verify permit application for completeness, i.e. address, owner, phone, email, permit type and sub type
- ✓ Verify if Contractor is registered and up to date in our system, i.e, Contractor License, Insurances, BTR, Driver's License, etc.
- ✓ Proceed to input into our permitting software
- ✓ Collect upfront fee
- ✓ Perforate, stamp and route permit submittal to the required trades (zoning, building, plumbing, electrical, structural, mechanical, flood and public works)
- ✓ Commercial Permits are scanned and sent electronically to Miami Dade County for Fire, DERM, WASH and Impact Fees. Customer is notified via email for Miami Dade County Upfront Fee payment.
- ✓ Residential Permits: Miami Dade County Application for electronic submittal – **Only** New Single Family Homes and additions, must go to DERM and Impact Fees

Plan Reviewers

- ✓ Plans are reviewed by the required trade, depending on scope of work, for compliance with the Local Ordinances, Florida Building Code, National Electrical Code and State Fire Code and any other applicable referenced codes.
- ✓ If the plans have been disapproved by any trade, they owner/applicant will be notified upon the completion of all the reviews, by phone, and/or email. Plans need to be picked up for corrections and signed out. Upon resubmittal the plans are checked in by the Permit Clerk and the new sheets are stamped and perforated and they are routed to the disapproved trade. Depending on the accuracy of the plans it can take several rounds of reviews to approve the set of drawings. The majority of permits are approved on the first or second round.



Permit Issuance

- ✓ Upon completion of the reviews and approved for issuance, the applicant/owner is contacted by phone and/or email. The permit can be issued once all monies have been paid and the contractor is registered and up to date. Permit clerks will print out Permit Card obtain a signature and release the Job Copy, to be at site for inspections
- ✓ Once Master Permit has been issued all sub permits can be issued. Sub permit requiring no additional plan review can be issued immediately at the front counter. Permit application needs to be signed and notarized by sub-contractor.

Inspections

- ✓ Permit & Plans are required to be on job site for the duration of the project.
- ✓ Inspection requests 8:00 AM – 3:30 PM and are scheduled for the following business day
- ✓ Inspections may be requested, in person, telephone, or online via <http://etrakit.miamilakes-fl.gov/etrakit3/>
- ✓ Inspector route can be viewed online at <http://etrakit.miamilakes-fl.gov/etrakit3/ExistingInspections.aspx>
- ✓ Commercial Permits require a Fire Final Inspection prior to Final Inspection by Town of Miami Lakes

Obtaining a Certificate of Occupancy or Certificate of Completion

Residential:

- ✓ Residential properties obtain a Certificate of Occupancy once in the life of the structure. The only exception is that if the home has been substantially rebuilt or if it has been rezoned. Certificate of Completions may be obtained for every permit issued.

Commercial:

- ✓ Commercial properties obtain a Certificate of Occupancy with every interior alteration, addition or new construction. Certificate of completions may be obtained for other work such as; pools, fences, windows/doors, slabs, etc.