



Building & Zoning Department  
 405 Biltmore Way, Third Floor  
 Coral Gables, Florida 33134  
 Tel: 305-460-5235  
 Fax: 305-460-5261  
 www.coralgables.com

**CITY OF CORAL GABLES**  
**BUILDING AND ZONING DEPARTMENT**

*Permit Application*

MCOL # \_\_\_\_\_

ALL OF THE FOLLOWING MUST BE COMPLETED BY APPLICANT ACCORDING TO FS 713.35

Date: \_\_\_\_\_

Application #: \_\_\_\_\_

<b>Permit Type:</b> <input checked="" type="checkbox"/>	
Building	<input type="checkbox"/>
Electrical	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>
Roofing	<input type="checkbox"/>
Misc.	<input type="checkbox"/>
App.	Date

Master Permit #: \_\_\_\_\_

Control #: \_\_\_\_\_

<b>Permit Change:</b> <input checked="" type="checkbox"/>
Change of Contractor
Permit Extension
Permit Renewal
Permit Revision
Permit Supplement

<b>Project Information:</b> <input checked="" type="checkbox"/>
Commercial:
Residential:
Linear Feet: <input checked="" type="checkbox"/>
Square Feet: <input checked="" type="checkbox"/>
Value of Work: <input checked="" type="checkbox"/>

**DESCRIPTION OF WORK (PRINT):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY LOCATION:**

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

Folio #: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Plat book: \_\_\_\_\_ Page: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**CONTRACTOR:**

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

City/State/Zip: \_\_\_\_\_

License No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**ARCHITECT:**

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Tel.: \_\_\_\_\_

**ENGINEER:**

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Tel.: \_\_\_\_\_

**BONDING:**

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

**MORTGAGE LENDER:**

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating the construction in the City of Coral Gables. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, BOILERS, TANKS, AIR CONDITIONERS, ROOFING, AWNINGS, ETC. **The Historical Resources Department's approval is required prior to the issuance of a demolition permit.**

**WARNING TO OWNER:** 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 lender or an attorney before recording your notice of commencement.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

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

Signature of Qualifier \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_.

( ) is personally known to me,  
 ( ) has produced a \_\_\_\_\_ as identification.

NOTARY PUBLIC (SEAL)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_.

( ) is personally known to me,  
 ( ) has produced a \_\_\_\_\_ as identification.

NOTARY PUBLIC (SEAL)





**CITY OF CORAL GABLES**  
**BUILDING AND ZONING DEPARTMENT**

**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 \$5,000.00 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. And you must provide for inspection 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 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 as 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 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 to the date specified under item 9 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 contractor's surety, if any. The new application requires your signature or your agent's, as being informed or to inform you of the Construction Lien Law.

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

By law, the Building and Zoning Department is required to verify at the first inspection, which occurs 7 days 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. (F.S. 713.135 (1) (d)).

**NOTICE TO OWNER FROM SUBCONTRACTORS  
AND SUPPLIERS**

You may receive a Notice to Owner from subcontractor 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 OF 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 subcontractors 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 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 payment 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 Agriculture 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. 1<sup>st</sup> Street, 1<sup>st</sup> Floor, Miami Florida 33128, (305) 275-1155.**

You can record the Notice of Commencement by mail. Send to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101, the original Notice signed and notarized with County Required Fee + postage and instructions to record and return a certified copy of the recorded documents. For additional information on recording documents, call (305) 275-1155.