

**VILLAGE OF VIRGINIA GARDENS**

**6498 N.W. 38th TERRACE  
VIRGINIA GARDENS, FLORIDA 33166**

**TELEPHONE: (305) 871-6104**

Instructions: You must complete and return this cover sheet together with the completed Building Permit application and all other applicable forms prior to issuance of a permit. The Homeowner keeps the warning and commencement notices.

I hereby certify that I, \_\_\_\_\_ am the owner of the property located at \_\_\_\_\_ Virginia Gardens, Florida

and acknowledge receipt of the following:

- 1) Florida's Construction Lien Law "Warning to Owner"
- 2) Building Permit Application (2 pages)
- 3) 2 copies of the Notice of Commencement form
- 4) A copy of the permit processing procedure
- 5) Instructions to owner-builder

The Notice of Commencement must be filed with the Clerk of the Courts, if the cost of the job exceeds \$2,500.00.

The Notice of Commencement may be mailed or delivered, along with an \$8.00 recording fee to:

Dade County Recorder  
22 N.W. 1<sup>st</sup> Street, 1st Floor  
Miami, Florida 33130  
Phone (305) 270-1155

\_\_\_\_\_  
Homeowner's Signature

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

My Commission expires:

## **WARNING TO OWNER**

Florida's Construction Lien Law (Chapter 713, part one, Florida Statutes) requires an owner having improvements to real property made greater than \$2,500.00 in value to record a Notice of Commencement with the Clerk of the Courts. Under Florida's 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, the owner or authorized agent (lender or attorney) shall record a Notice of Commencement in the Clerk of the Courts of the Court's office and post a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by the owner contacting the improvements and not an agent.

The Notice of Commencement must substantially contain the information shown on the attached form and be recorded within 90 days before starting the work.

A copy of a payment bond given by the contractor must be attached as part of the Notice to Commencement when recorded.

If improvements described in the Notice of Commencement are not actually commenced within 90 days after its recording, the Notice is void and a new Notice of Commencement must be recorded and posted.

The owner loses the proper payment defense under the Construction Lien Law if payments are made after the expiration of the Notice of Commencement, which is one year after the recording date or the later expiration date otherwise specified in the Notice of Commencement.

Florida law requires the building department to be a second source of information concerning the improvements made on real property. Attached is a copy of our permit application which requires information on the construction lender and contractor's surety if any. The application also requires the signature of the property owner. This is to help inform owners 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 required, is posted at the construction site. Failure to post the Notice will result in a disapproved inspection (F.S. 713.135(1)(d)).

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

Owners may receive Notice to Owner from subcontractors and material suppliers. This notice advises the owner that the sender is providing services or materials and that a written release of lien must be obtained from the sender before paying the contractor.

Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien you property.

Any subcontractor or supplier not serving the owner with a Notice to Owner within 45 days of commencing work is not entitled to construction lien. If the address for the owner changes from that given in the Notice of Commencement, the owner should record an amendment Notice of Commencement reflecting the proper current address of the owner.

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**TELEPHONE: (305) 871-6104**

I, \_\_\_\_\_, hereby certify  
that the addition or alteration to my residence will not be  
used for rental purposes.

Building Permit No. \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

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



**NOTICE OF COMMENCEMENT**

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

STATE OF FLORIDA:  
COUNTY OF DATE:

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 title holder: \_\_\_\_\_  
\_\_\_\_\_

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, Owner 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 Owners Name \_\_\_\_\_

Prepared by: \_\_\_\_\_

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

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

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

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

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

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VIRGINIA GARDENS, FLORIDA 33166  
TELEPHONE: (305) 871-6104**

PERMIT NO.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

Owner's Name: \_\_\_\_\_ Tax Folio No. \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Fee Simple Titleholder's Name (if other than owner) \_\_\_\_\_  
Fee Simple Titleholder's Address (if other than owner) \_\_\_\_\_  
City \_\_\_\_\_ Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Business phone No. \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ State Cert. # \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_ Cert. of Comp.# \_\_\_\_\_  
City \_\_\_\_\_ Business Phone No. \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Bonding Company \_\_\_\_\_  
Bonding Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Architect/Engineer's Name \_\_\_\_\_  
Architect/Engineer's Address \_\_\_\_\_  
Mortgage Lender's Name \_\_\_\_\_  
Mortgage Lender's Address \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONING, etc.

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.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR 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.**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Owner or Agent Contractor  
(including contractor)  
Date \_\_\_\_\_ Date \_\_\_\_\_  
NOTARY as NOTARY as  
to Owner or Agent to Contractor  
My Commission Expires: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_



## BUILDING PERMITS

All applicable items must be taken care of before permit is issued!!!!  
Inspectors must approve Electrical, Plumbing and Mechanical homeowner permits!  
Work on commercial building must be done by a licensed contractor!

1. **Completed application**  
Copy of Survey (MUST NOT BE OVER ONE YEAR OLD)  
2 sets of plans (signed & sealed by a Florida Reg. Architect or Engineer  
Dade County Product Approval Information  
Copy of Contractor's Licenses  
Proof of Insurance, including Worker's Compensation  
  
(Plans must show the location of the septic tank, drain field, electric meter and pole location - existing and new)
2. **D.E.R.M. Approval: (305)372-6789**
  - a. New commercial buildings and apartment buildings
  - b. New single family homes
  - c. Additions to commercial buildings, changing square footage or use
3. **HRS Approval: 1725 N.W. 167 Street - (305)623-3500**
  - a. Adding a bedroom addition
  - b. Installation or repair of any on-site sewage disposal
  - c. Any permit that may affect the septic tank or drain field
4. **Florida Dept. Of Business & Professional Regulation: (305)470-5680**  
8405 N.W. 53 Street, #B220 (3 sets of plans & \$75.00 plan review fee)  
(All food service operations, apartments, motels/hotels, rooming houses require review, permitting and inspection)
5. **Planning & Zoning Board approval**
6. **Village Engineer and Inspectors approval ( if applicable)**  
Plumbing - Electrical - Mechanical - Building
7. **Beautification approval (Commercial only)**
8. **Fire Department approval (Commercial only)**  
Metro Center - 111 N.W. First Street, 10th Floor  
8:00 a.m. to 11:00 a.m. - (305)375-2771
9. **Road Impact Fee and Fire & Rescue Impact Fee**  
(Applicant takes processed plans and application to Dade County Public Works)  
11805 SW 26 Street, Miami, Fl  
(786)315-2670

No WATER or SEWER SERVICE to be rendered to a new user without proof of payment to Dade County of CONNECTION CHARGES (commercial and residential)