



Dear New Homeowner,

On behalf of the City of Doral, please allow me to welcome you to the city. Congratulations on your new home! Please be sure to check out www.cityofdoral.com for information on programs and services offered by our city. You can participate in the Citizen's Academy and there is also lots of programming at our many parks.

In addition, as you get settled in, you might be interested to know what upgrades and improvements to your home will require a permit for the future.

Please see the enclosed materials and feel free to stop by the Building Department to discuss any plans or modifications you might envision for your new home.

Once again, welcome and we look forward to assisting you with your next project.

Estimado propietario nuevo,

En nombre de la ciudad de Doral, permítanos darles la bienvenida a la ciudad. Felicitaciones por su nueva casa! Por favor, asegúrese de revisar www.cityofdoral.com para obtener información sobre los programas y servicios que ofrece nuestra ciudad. Si lo desea, puede participar en la Academia para Ciudadanos. También hay una variedad de programas en nuestros muchos parques.

Además, una vez que este establecido en su nueva casa, puede que este interesado en saber que mejoras o adiciones a su casa requieren un obtener un permiso con la Ciudad de Doral en el futuro.

Por favor, lea y hagase familiar con los materiales adjuntos y contacte o venga a vernos al Departamento de Construcción para hablar sobre los planos y modificaciones que usted pueda tener en mente.

Una vez más, les damos la bienvenida y esperamos poder ayudarle con su próximo Proyecto.

Best wishes,

Jane Decker

Building Director

jane.decker@cityofdoral.com

Vince Seijas, CBO

Building Official

vince.seijas@cityofdoral.com



Building Department

Typical Residential Permits

Congratulations on your new home and Welcome to the City of Doral!

Below is a guide of typical items that require a building permit issued by the City. Avoid violations and fines by following our simple guidelines for obtaining a permit. Permit applications and forms can be found on our website at www.cityofdoral.com/building. Most work will also require signed/sealed drawings by a licensed architect or professional engineer. Be sure your professional is licensed by the State of Florida and also hire licensed and insured general contractors. To verify if a contractor, architect or engineer is licensed visit www.myfloridalicense.com.

The Building Department adheres to the following rules and codes:

- Florida Building Code www.floridabuilding.org
- Miami-Dade County <https://library.municode.com/index.aspx?clientId=10620> Chapter 8
- City of Doral Land Development Code (Planning & Zoning) Subpart B
https://www.municode.com/library/fl/doral/codes/code_of_ordinances?nodeId=SPBLADECO

TYPICAL RESIDENTIAL WORK THAT REQUIRES A BUILDING PERMIT*

*For other work not listed here, please reach out to one of our knowledgeable staff for assistance via our Doral 311 app (<https://www.cityofdoral.com/311-request/>) or by emailing us. See our personnel directory <https://www.cityofdoral.com/all-departments/building/bd-personnel/>.

BUILDING

Pavers /slabs /driveways
Fences
Patios and covered terraces
Pergolas and trellises
Repair/replacement windows/doors
Sheds
Screen Enclosures
Shutters
Pools, spas and decks
Outdoor/Summer Kitchens
Sliding electronic gates
Additions and Interior Renovations (e.g. moving walls, electrical outlets, kitchen and bathroom remodels, etc.)
Flooring (condominiums)

ROOFING

Repairs
Reroofs

ELECTRICAL

Limited Access Controls
Security Camera
Minor Repairs
Burglar Alarm

MECHANICAL

A/C Change Out

PLUMBING

Minor repairs
Flue vent



BUILDING DEPARTMENT PERMIT APPLICATION SUBMITTAL CHECKLIST

DIRECTIONS: Please review carefully. Some items may or may not be required for the scope of work you are submitting. All **RED (*) asterisks** are required for all submittals.

- CSS Login*** All permits are submitted electronically online. Users **must** have a valid login for the online permitting system at www.cityofdoral.com/permitting. Each contact, qualifier, owner, etc. should have their own CSS login. Runners, consultants, expeditors, etc. should NOT use the SAME email login address for multiple owners, addresses or projects.
- Location** If property does not have a physical address, please complete a **PZ Request for Address** with the Planning & Zoning Department via www.cityofdoral.com/permitting. Must have Folio # to move forward.
- All documents shall be available to upload in electronic (PDF Only) format.**
- Proof of Ownership** (e.g. Property Appraiser's Office Summary Form, Recorded Warranty Deed, etc.) Owner's information **must** match listing on Property Appraiser. Visit <https://www.miamidade.gov/Apps/PA/propertysearch/#/>.
- Business Ownership** All commercial entities signing an application shall be verified with the Florida Department of State, Division of Corporations. Signers must be authorized to sign on behalf of the organization. Visit <http://www.sunbiz.org>.
- Permit application*** must be completely filled out with ORIGINAL or DIGITAL signatures.
- Plans, Drawings, Specifications, NOA's** One (1) set of digitally signed and sealed plans, drawings, specifications, Notices of Acceptance (NOA's), etc.

Note: You may wish to submit batches of plans & drawings by trade or discipline. Please note that any reworks will need to be re-submitted in the same batch format. Miami-Dade County review currently requires individual files.
- HOA Authorization / Landlord Authorization** As a courtesy, we request proof of HOA Authorization or a Landlord Work Letter (Commercial Properties). For emergency work, see the **DORAL_Affidavit for HOA or Landlord Auth Limited Work** at <https://www.cityofdoral.com/all-departments/building/forms-building/>
- Code Violations & Expired Permits** Please indicate on the permit application under job description if the work is to resolve an outstanding code violation. Outstanding permits that are in expired status must be renewed prior to the issuance of a new permit.

- Contractor Registration** All contractor's must be registered with the city. A valid contractor's license, liability insurance, business tax receipt and worker's compensation insurance or exemption are required. Visit <https://www.cityofdoral.com/all-departments/building/contractor-registration/>.
- Sub Permits** Applicants are encouraged to attach ALL contacts to their master permits so that trade subs can easily pull their sub permits. Refer to TRADE FEE SHEETS for specific quantities and items needed to move forward.
- Design Professional** Architects and engineers should be licensed by the state of Florida and shall have a valid CSS login. Visit www.myfloridalicense.com for more information.
- Notice of Commencement** Please download the Notice of Commencement form from www.cityofdoral.com/building in the Forms Section. Follow instructions for filing with the Miami Dade County Clerk of Courts and provide at first inspection. Work valued in excess of \$2500 or mechanical work over \$7500 requires a Notice of Commencement.
- Owner/Builder Form** Single-family fee simple residential properties may self-perform work in limited cases. Please refer to the form at www.cityofdoral.com/building for more information.

Notes:



Important info, forms, videos/tutorials and links can be found at
www.cityofdoral.com/building. Thank you for submitting your application to the City of
 Doral Building Department. We look forward to being able to serve you.

City of Doral Building Department
 8401 NW 53rd Terrace, 2nd Floor, Doral, FL 33166 – Tel: (305) 593-6700 – Fax: (305) 593-6614
www.cityofdoral.com/building or www.cityofdoral.com/permitting



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NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

THE UNDERSIGNED hereby gives notice that improvement 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. General description of improvement: _____

3. Owner(s) name and address: _____

Interest in property: _____

Name and address of fee simple titleholder (if other than owner): _____

4. Contractor's name, address, and phone number: _____

5. Surety: (Payment bond required by owner from contractor, if any)

Name and address: _____

Amount of bond: \$ _____

6. Lender's name, address, and phone number: _____

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, address, and phone number: _____

8. In addition to himself or herself, 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, address, and phone number: _____

9. Expiration date of the Notice of Commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager Signatory's Title/Office

Print Name

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ (type of authority, e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Personally Known _____ OR Produced Identification _____ Type of Identification Produced: _____

Signature of Notary Public – State of Florida

Print, Type, or Stamp

Commissioned Name

of Notary Public:

VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing Above

Turn Over for Instructions

INSTRUCTIONS FOR COMPLETING AND RECORDING A NOTICE OF COMMENCEMENT

Completion of Form:

- ◆ All information must be typewritten or legibly printed.
- ◆ All applicable line numbers must be completed. Items 1, 2, and 3 are always to be filled in. Items 4 through 9 are to be completed as applicable. For lengthy descriptions, attach a separate page and indicate on the form that the legal description is attached. Should line 5 apply, a photocopy of the Payment Bond must be attached to the instrument when recorded.
- ◆ The property owner or owner's authorized agent must sign in the presence of a Notary Public, who must then complete the acknowledgement portion of the form and affix notary public's seal. The Miami-Dade County Recorder's Office does not have notaries that may provide this service. This portion needs to be completed before hand.

Recording Information:

- ◆ Prepare a self-addressed, stamped envelope with the name and address of whom the recorded notice is to be returned.
- ◆ Count the total number of pages in the document. Fees are \$10.00 for the first page and \$8.50 for subsequent pages.
- ◆ Your document takes about four to six weeks to process and return, should you need it any sooner you may walk it in and take a certified copy that same day.
- ◆ Payments are accepted in the form of Cash, Certified or Cashier's Check, or Money Order made payable to the Clerk of Courts. MasterCard and Visa are accepted subject to a \$15.00 minimum.

- ◆ Walk in Address: Miami-Dade County Recorder Office
22 NW 1 Street
Miami, Florida 33128

- ◆ Hours of Operation: 9:00 a.m. – 4:00 p.m.

- ◆ Telephone: (305) 275-1155
Press 1 for English, 2 for Spanish, then;
Press 6 for Recorder Office, then;
Press 1 for Documents, then;
Press 0 for Operator

- ◆ Mailing Address: Miami-Dade County Recorder Office
P.O. Box 011711
Flagler Station
Miami, Florida 33101