



## **BUILDING DEPARTMENT CUSTOMER GUIDELINES FOR EARLY START PERMITTING**

### **Purpose**

The City of Doral Building Department has implemented an Early Start Permitting Program so that residents and businesses can commence construction work sooner. Early Start Permitting will allow applicants to begin limited work while the application for permit is being reviewed. Using a qualified contractor to start preliminary work while the permit documents are being processed will give our customers a head start.

### **Authority**

Section 105.12 of the 2007 Florida Building Code allows limited work to start before a permit is issued. This code section allows certain work to commence up to the point an inspection would be required. In other words, a contractor is not allowed to continue work beyond the point of a required inspection without an official permit.

### **Process**

At building permit application submittal, the applicant may request an Early Start Permit. This optional service may be complemented by participation in the electronic plan review process. A CD and an Early Start Permit Application must be completed and submitted to be considered. The applicant will need to have hired a licensed contractor to perform the work outlined by the Early Start Permit. Necessary Zoning clearance and DERM approval, if applicable, a pre-construction meeting, and payment of fees will be required before approval to proceed with Early Start Permitting Program.

### **Steps to Take**

1. Apply for a regular Building Permit (submit plans, CD, HOA Letter, and any other documents)
2. Submit Early Start Permitting Application and Pre-Construction Meeting Checklist (Early Start processing will take 24 to 48 hours for application)
3. Pay regular permit upfront fee and Early Start fee
4. Obtain Zoning clearance and DERM approvals, if applicable
5. Pre-construction meeting with applicant and contractor will be scheduled
6. Once approval is granted, obtain Early Start Permit
7. Contractor must file a Notice of Commencement (NOC) prior to any work being done (work valued \$2,500 or more)
8. Original NOC will be collected at site by inspector
9. Post the Early Start Permit Card in a conspicuous place and proceed with limited work
10. Obtain Official Building Permit and request inspections to continue

### **Caution**

DO NOT proceed with work beyond the point an inspection is required. DO NOT conceal any work performed. Inspections CANNOT be obtained on any work until the official building permit has been issued. Once work has commenced under an Early Start Permit, the regular building permit submittal may NOT be cancelled. DO NOT allow the process number to expire. For any questions concerning this limited permit, please call the Building Department at 305-593-6700.



**BUILDING DEPARTMENT  
EARLY START PERMITTING APPLICATION**

Owner/Tenant Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Job Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

|             | Qualifier and Company Name** | License Number |
|-------------|------------------------------|----------------|
| Building:   | _____                        | _____          |
| Electrical: | _____                        | _____          |
| Mechanical: | _____                        | _____          |
| Plumbing:   | _____                        | _____          |

In accordance with the Florida Building Code 2010 Section 105.12, construction work is hereby authorized to commence pursuant to this permit at the above referenced address. Work done pursuant to this permit shall not be concealed but shall remain open for inspection. Work can only proceed to the point an inspection is required. Applicant is responsible for knowing when inspections are required and may not rely upon representation of the City or its employees for such information. An inspection shall not be made for any construction trade until a building permit has been issued for the project. The use of a special inspector is not authorized for this type of permit.

Issuance of this permit does not constitute permission to violate the building code and does not provide any guarantee that construction plans will be approved as submitted. All work done pursuant to this permit shall be at the contractor's risk and any work done contrary to the approved permit shall be corrected at the contractor's expense. The City of Doral shall not be held liable for any damages or losses resulting from this work.

Failure to comply with any of the foregoing conditions shall constitute a violation of the Florida Building Code.

\*Fee paid for Early Start Permit is not refundable, is not part of the upfront fee, and is not applied towards regular permit fees.

\*\*All contractors must be registered with the City of Doral Building Department and submit current Worker's Comp and Liability Insurance with Early Start application.

FOR OFFICE USE ONLY

|   |   |
|---|---|
| X _____ X   | X _____ X   |
| Signature of Owner/Tenant   | Signature of Building Qualifier   |
| STATE OF FLORIDA, COUNTY OF _____   | STATE OF FLORIDA, COUNTY OF _____   |
| Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20____, | Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20____, |
| by (Print Name) _____   | by (Print Name) _____   |
| Notary Name _____   | Notary Name _____   |
| Personally known <input type="radio"/> or I.D. _____                            | Personally known <input type="radio"/> or I.D. _____                            |

|   |                                   |                                      |
|---|-----------------------------------|--------------------------------------|
| Zoning Clearance: ___ Approved / Denied ___ | by: _____                         | Date: _____                          |
| Expedite Requested: Y / N                   | Meeting Date: _____               | E.S. Fee Paid*: \$ _____ Date: _____ |
| DERM Approval _____                         | Building Official Approval: _____ | Date: _____                          |



**BUILDING DEPARTMENT**  
**Early Start Pre-Construction Meeting Checklist**

The Early Start Program is a special permit that is designed to allow limited work to commence before the issuance of a building permit. While the building permit application and plans are being reviewed, the contractor may begin preliminary work up to the point an inspection is required. Inspections cannot be obtained under this program; moreover, the preparatory work must stop once an inspection requirement is reached, unless the building permit has already been issued. This interview will explain the conditions and limitations of the Early Start Program. You will be advised of the consequences of not complying with these conditions and have an opportunity to ask questions.

1. Name of owner/tenant: \_\_\_\_\_
2. Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
3. Name of Qualifier: \_\_\_\_\_
4. Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
5. Project Address: \_\_\_\_\_ Process Number: \_\_\_\_\_
6. Business operations cannot commence without an occupational license.
7. The contractor cannot disconnect any life safety systems or connect any new electrical, plumbing or mechanical systems.
8. Inspections of any type cannot be obtained or issued including all required and courtesy inspections.
9. The contractor cannot use the Architect, Engineer, or any third party firm for inspection purposes.
10. Work may not be concealed. Any work that is concealed will be required to be removed for inspection once a permit is issued.
11. If the point is reached where an inspection is required and the building permit is not issued, the work must cease.
12. The process number that is issued to the regular permit application cannot be allowed to expire. The initial duration is six (6) months with ninety (90) day extensions upon written request.
13. If the building permit cannot be approved and issued, this permit shall be revoked, and any work that has commenced must be removed under a separate demolition permit with all costs of demolition and permits to be paid by applicant.
14. If the permit application cannot be approved as submitted, any work that was installed must be modified or removed at the owner/tenant or contractor's sole expense. The City shall not be held liable for any damages or losses resulting from this work.
15. Must post a copy of Early Start Permit in a conspicuous place.
16. The consequences for not complying with the aforementioned guidelines will result in revocation of this permit and an issuance of a Notice of Violation and declaring the premises unsafe. Proceeding beyond the scope of this special permit will be considered a violation and will be processed to the full extent of the law. In addition, owner/tenant and/or contractor and sub-contractors will not be allowed to participate in this program in the future.
17. This permit shall not create any vested rights, nor shall it serve as a basis to prevent enforcement of the building codes. This permit shall not be relied upon by the applicant as evidence that the contemplated improvements that are the subject of the building permit are permitted or meet applicable codes.
18. In the event the City is compelled to enforce the terms of this permit, applicant shall be responsible for the City's cost of enforcement including, without limitation, attorney's fees and costs in the event the City prevails.

I (We) the undersigned hereby understand the above conditions as read and/or explained to me (us). I (We) agree to abide by these conditions and will not violate the intent of the Building Code or the Early Start Program. I (We) furthermore hold the City and its staff harmless and not liable for any damages or losses resulting from this program.

  X    
Signature of Owner/Tenant  
STATE OF FLORIDA, COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_,  
by (Print Name) \_\_\_\_\_

Notary Name \_\_\_\_\_  
Personally known  or I.D. \_\_\_\_\_

  X    
Signature of Building Qualifier  
STATE OF FLORIDA, COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_,  
by (Print Name) \_\_\_\_\_

Notary Name \_\_\_\_\_  
Personally known  or I.D. \_\_\_\_\_