



## City of Miramar | Building Division

Community Development Department  
 2200 Civic Center Place | Miramar, Florida 33025  
 Tel: 954.602.3200 | Fax: 954.602.3635  
 www.miramarfl.gov

# Signs Application Package

### Who Can Apply

**A. Licensed Contractors:** Permit can be issued to **Licensed Contractors** properly registered in the Community Development - Building Division. Contractors shall provide all required applications properly signed and notarized.

**Licensed Contractor Properly Registered** means a contractor who holds a license with the required qualifications to do business in Broward County, Business Tax Receipt (former Occupational License) and updated insurances (Liability & Worker's Compensation).

### Required Documents

**Disclaimer:** The information shown below does not necessarily reflect all requirements needed for permit application. This information is intended only for minimum guidelines about how to proceed with the application for permit. **As per Florida Building Code**, construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Code and relevant laws, ordinances, rules and regulations, as determined by the **Building Official**. Therefore, it will be the entire responsibility of contractors/applicants to provide all required documentation to apply for permit.

- All required applications based on the scope of work (Structural & Electrical). For monument sign, a Landscaping application may be required during the review process.
- Job contract → Completed & signed by both parties (Contractor & Owner).
- For Monument Sign. **Maximum size for plans 24" x 36". Four (4) set of Plans**
  - Site Plan or Full Scalable Boundary Surveys (1 set) are required. **Site Plans and/or Boundary Surveys shall be updated with less than 180 days, and at least one (1) survey or site plan shall be signed & sealed by Professional Land Surveyor.**
  - Engineered plans signed & sealed by Professional Engineer or Architect.
  - Lettering details & color in compliance with Zoning requirements.
- For Wall Sign. **Maximum size for plans 8 1/2" x 11" (Letter Size). One (1) set of Plans**
  - Engineered anchorage details signed & sealed by Professional Engineer.
  - Site Plan indicating location of sign & front view elevation.
  - Lettering details & color in compliance with Zoning requirements.
- Approval Letter from the Property Management or Owner of the Building.

**Attention Applicant:** As per Florida Statutes 713.13, a Recorded Notice of Commencement is required when construction, renovation, alterations values exceed \$2,500. This subsection does not apply to a direct contract to repair or replace an existing heating or air-conditioning system in an amount less than \$7,500. Construction cost (Including labor & material) will be based on contract signed by both parties (owner & contractor) and/or as determined by the Building Official (FBC 109.3). **Notice of commencement can be recorded at the office of Broward County Government Center / Records Division 115 S. Andrews Ave. Fort Lauderdale, FL 33301.**

Application Reviewed by

- Zoning
- Electrical. (For Illuminated Signs)
- Fire Dept. (For Monument, Directional signs)
- Structural

**BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION**

Select Trade:  Building  Electrical  Plumbing  Mechanical  Other \_\_\_\_\_

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

<b>1</b>	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zone: _____	BFE: _____
	Building Use: _____	Construction Type: _____	Occupancy Group: _____
	Present Use: _____	Proposed Used: _____	
	Description of Work:		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
Legal Description: _____			<input type="checkbox"/> Attachment

<b>2</b>	Property Owner: _____	Phone: _____	Email: _____
	Owner's Address: _____	City: _____	State: _____ Zip: _____

<b>3</b>	Contracting Co.: _____	Phone: _____	Email: _____
	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

<b>4</b>	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (if other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
	Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations 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, and AIR CONDITIONERS, 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. 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.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

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

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Code in Effect: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



## Miramar | Building Division

Community Development Department  
2200 Civic Center Place | Miramar, Florida 33025  
Tel: 954.602.3200 | Fax: 954.602.3635  
www.miramarfl.gov

## NOTICE OF COMMENCEMENT & NOTICE OF TERMINATION

### NOTICE OF COMMENCEMENT

In accordance with Section 713.13 of the Florida Statutes, a Notice of Commencement is required for the construction of, improvements to, alteration of or repair of real property. The Notice of Commencement must be recorded with Broward County Records, Taxes and Treasury Division.

- If the **direct contract is greater than \$2,500**, the applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded notice of commencement or a notarized statement that the notice of commencement has been filed for recording, along with a copy thereof.
- If the direct contract for repair or replace an existing heating or air conditioning exceed **the amount of \$7,500**, a certified copy of the recorded notice of commencement is required.
- In the absence of the filing of a certified copy of the recorded notice of commencement, **the issuing authority or a private provider performing inspection services may not perform or approve subsequent inspections** until the applicant files by mail, facsimile, hand delivery, or any other means such certified copy with the issuing authority.
- The certified copy of the notice of commencement must contain the name and address of the owner, the name and address of the contractor, and the location or address of the property being improved.
- The issuing authority shall verify that the name and address of the owner, the name of the contractor, and the location or address of the property being improved which is contained in the certified copy of the notice of commencement is consistent with the information in the building permit application.

**Attention Applicant:** Construction Cost of Improvement will be based on contract signed by both parties (owner & contractor) and/or as determined by the Building Official (Florida building Code 109.3).

### Recording a Notice of Commencement

- Complete the Notice of Commencement Form (See attached form).
- Recording the Notice of commencement at the. Broward County Records, Taxes and Treasury Division. Broward County Governmental Center Room 114. 115 S. Andrews Ave. Fort Lauderdale, FL 33301.

**See attached information about eRecording Vendors in Broward County.**

### TERMINATING A NOTICE OF COMMENCEMENT

An owner may terminate the period of effectiveness of a Notice of Commencement, after completion of construction, or after construction ceases before completion and all contractors and sub-contractor's (lienors) have been paid, by filing a **Notice of Termination of Notice of Commencement**. (See attached form)



**Notice of Commencement Document Recording  
can be conducted by contacting one of the below  
eRecording Vendors:**

1. CSC (formerly INGEO) [erecording@cscglobal.com](mailto:erecording@cscglobal.com) / 866-652-0111 / [erecording.com/contact-us](http://erecording.com/contact-us)
2. E-Docs Solutions / [info@edocsrecording.com](mailto:info@edocsrecording.com) / 888-973-3627 / [edocsrecording.com/ContactUs.htm](http://edocsrecording.com/ContactUs.htm)
3. eRecording Partners Network (ePN ) / [sales@GOePN.com](mailto:sales@GOePN.com) / 888-325-3365 / [goepn.com/contact/](http://goepn.com/contact/)
4. Indecomm (formerly US Recordings) / [marketing\\_info@indecomm.net](mailto:marketing_info@indecomm.net) / 877-272-5250 / [dmg.indecomm.net/Connect/Contact](http://dmg.indecomm.net/Connect/Contact)
5. Simplifile / [sales@simplifile.com](mailto:sales@simplifile.com) / 800-460-5657 / [simplifile.com/contact-simplifile/](http://simplifile.com/contact-simplifile/)

**Or by Mail:**

**Records, Taxes and Treasury Division, Recording  
115 S. Andrews Avenue, Room 114  
Fort Lauderdale, FL 33301**

For more information, please visit [Broward.org/RecordsTaxesTreasury](http://Broward.org/RecordsTaxesTreasury),  
call 954-831-4000, or by email [records@broward.org](mailto:records@broward.org)

PERMIT NUMBER:

**NOTICE OF COMMENCEMENT**

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO.: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ TRACT \_\_\_\_\_ LOT \_\_\_\_\_ BLDG \_\_\_\_\_ UNIT \_\_\_\_\_

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name \_\_\_\_\_

b. Address \_\_\_\_\_ c. Interest in property \_\_\_\_\_

d. Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

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 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 notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20\_\_\_\_

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 I, 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

\_\_\_\_\_  
Print Name and Provide Signatory's Title/Office

State of Florida  
County of Broward

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

By \_\_\_\_\_, as \_\_\_\_\_  
(name of person) (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 the following type of identification: \_\_\_\_\_

Notary

\_\_\_\_\_  
(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By \_\_\_\_\_ By \_\_\_\_\_

This instrument prepared by:

Name \_\_\_\_\_

Address \_\_\_\_\_

## NOTICE OF TERMINATION ( of Notice of Commencement )

space above reserved for use of recording office

STATE OF FLORIDA  
COUNTY OF BROWARD

The undersigned hereby gives notice that the effective period of that certain Notice of Commencement

dated \_\_\_\_\_, recorded in O.R. Book / Page \_\_\_\_\_ / \_\_\_\_\_

Instrument Number \_\_\_\_\_, of the Public Records of Broward County, Florida, will terminate, and in accordance with Section 713.132, Florida Statutes, the following information is provided:

1. The date and recording information for the Notice of Commencement being terminated are as described above, and all information contained therein is hereby expressly incorporated into this NOTICE OF TERMINATION.

2. The Notice of Commencement shall be terminated as of \_\_\_\_\_, or 30 days from the recording date of this Notice of Termination, whichever date is later.

3. This Notice of Termination applies to:

all the real property subject to the above described Notice of Commencement.

only to the portion of such real property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. All lienors have been paid in full or prorata in accordance with Section 713.06(4), Florida Statutes.

5. A copy of this notice has been served on the contractor and on each lienor who has given notice, if any.

Owner signature: \_\_\_\_\_ Owner signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Printed name: \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ by:

Personally known to me, or produced \_\_\_\_\_ as identification.

Notary signature \_\_\_\_\_

Print name \_\_\_\_\_

seal:

### Exhibits attached:

Contractor's Final Payment Affidavit

Property Legal Description

Copy of Notice of Commencement