



City of Hialeah
Building Department
501 Palm Ave, 2nd Floor
Hialeah, FL 33010



PHASED PERMITS OVERVIEW

After an applicant has completed one (1) review cycle by all disciplines, a phased permit may be applied for. The following items will be required:

- Permit application
- Indemnity & Hold Harmless Letter
- Two complete sets of plans
- Completed Private Provider Package*

In addition to the items above, **DERM** Review and approval are required.

***A private provider shall be utilized to perform inspections for any project commencing with a phased permit.**

Upon submission of the required items above, the Building Department will issue a subsidiary process number for the phase permit and provide the applicant with an invoice for payment. The two (2) sets of plans will be stamped with the “Phased Permit” stamp. Once the payment has been received, the application, plans, and supporting documents will be routed to the Building Official for review and approval of the Phased Permit. Phased permit plans will not be reviewed by other trades.

After the Building Official’s approval, the applicant will receive one set of plans stamped “Phased Permit” and the other set will be retained by the Building Department. Please be advised that the cost of the Phased Permit is non-refundable and will not be credited to the final building permit fee.

The applicant may need additional trade Phased permits (electrical, mechanical, plumbing, etc.). Upon issuance of the phased permit, the applicant shall submit a permit application from a qualified applicant for each trade.

Separate permits from the City of Hialeah Streets department may be required for work on the public rights of way that involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, etc., as needed. For applicable permits, please contact the Streets Department at (305) 687-2611.

The Phased Permit cost is **\$1,500.00** for Commercial New Construction/Alterations, **\$750.00** for Residential New Construction/Alterations, and is valid for **180 days** only. Master permit must be obtained within **180 days** from the date of issuance of the phased permit. No extensions will be granted.



City of Hialeah
Building Department
Phased Permit
Indemnity and Hold Harmless



Purpose

After submittal of the appropriate construction documents, the *Building Official* is authorized under The Florida Building Code (Section 105.13) to allow construction to commence prior to the issuance of an approved building permit.

WHEREAS, _____ (Property Owner), in accordance with the Florida Building Code, 2020 edition, [Section 105.13](#) entitled “Phased Permit Approval”, wishes to commence construction at Address: _____, hereinafter “the Project”; **and**,

WHEREAS, the Building Official is willing to issue a Phased Permit, subject to the Written Procedures governing the Phased Permit, the receipt of which is hereby acknowledged by the Owner and Contractor; and

WHEREAS, separate permits from the City of Hialeah Streets Department are required prior to work in the public right of way and in easements dedicated to the City; and

NOW THEREFORE, in consideration of the above premises, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Owner hereby agrees as follows:

1. In accordance with the Florida Building Code, 2020 edition, Sec. 105.13, Owner agrees to indemnify and hold harmless and release and discharge the City of Hialeah (hereinafter “City”), including its employees, from any and all liability arising out of, or in connection with the issuance of said Phased Permit.
2. Owner agrees that this Phased Permit for the structure shall proceed at the holder’s own risk with the building operation and without any assurance that a building permit for the entire structure will be granted. Owner further agrees that corrections may be required at the time of the issuance of the building permit to meet the requirements of the technical codes as well as the Land Development Regulations of the City Code and all applicable development orders.
3. Owner agrees that if any work occurs beyond permitted scope of work on the Property, the Phased Permit shall be automatically revoked by the Building Official without further notice to the Property Owner and Contractor and all construction shall immediately stop.
4. Owner agrees that if construction occurs on or over public property or a City easement, all encroachments shall be demolished, with proper permits, prior to the building permit being issued for the entire structure.

5. Owner agrees that the Phased Permit does not imply a review of or compliance with the Florida Fire Prevention Code and that any work requiring a Fire Permit is not included in this Phased Permit and therefore cannot commence without said permit. Any required Fire Permit cannot be issued without an approved design document as prescribed in Florida Statutes.
6. The obligations of the Owner under this Agreement shall become operative and effective only upon the issuance to the Owner of a Phased Permit for construction.
7. Owner acknowledges that the acceptance of the Phased Permit is a complete waiver and estoppel as to any rights, real, apparent or otherwise, to challenge the validity of any conditions hereof.
8. Owner acknowledges that any construction activity in violation of the above may require correction or removal to come into compliance with City Code and other applicable laws and regulations, at no cost to the City.

PROCESS NUMBER: _____ **JOB ADDRESS:** _____

Owner's Name: _____

Qualifier and Company Name: _____

License #: _____ Phone Number: _____

X _____
Signature of Owner

X _____
Signature of Qualifier

STATE OF FLORIDA,

COUNTY OF:

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

By _____

Personally Known or ID

Notary Signature _____

Notary Stamp or Seal _____

STATE OF FLORIDA,

COUNTY OF:

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

By _____

Personally Known or ID

Notary Signature _____

Notary Stamp or Seal _____

OFFICIAL USE ONLY

Building Official Approval: _____ **Date:** _____

DERM Process Number: _____ **DERM Approval Date:** ___ / ___ / ___

City of Hialeah

Building Department

501 Palm Avenue, 2nd FL, Hialeah, FL 33010

(305) 883-5825 Fax: (305) 883-8082

www.hialeahfl.gov



Permit Application

Permit # / Type		Clerk:		Master Permit:		JOB ADDRESS		Unit #:		
1. Owner Information	Owner: _____ Address: _____ City: _____ St: _____ Zip: _____ Driver License No./I.D: _____ Email: _____ Phone: _____ Owner-Builder <input type="radio"/>				2. Contractor Information	Company Name: _____ Qualifier Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Lic #: _____ Phone : _____ Email: _____				
3. Permit Type	Choose only One <input type="radio"/> Building <input type="radio"/> Electrical <input type="radio"/> Mechanical <input type="radio"/> Plumbing/Gas <input type="radio"/> Paving <input type="radio"/> Drainage <input type="radio"/> Sign <input type="radio"/> Roofing <input type="radio"/> Phased Permit		4. Change to an Existing Permit	Choose only One <input type="radio"/> Change Contractor <input type="radio"/> Extension <input type="radio"/> Renewal <input type="radio"/> Shop Drawing <input type="radio"/> Duplicate <input type="radio"/> Lost Plans <input type="radio"/> Early Start <input type="radio"/> Stocking Permit		5. Type of Improvement	Choose only One <input type="radio"/> New Construction <input type="radio"/> Addition Attached <input type="radio"/> Addition Detached <input type="radio"/> Alteration Interior <input type="radio"/> Alteration Exterior <input type="radio"/> Repair/Replace <input type="radio"/> Repair Due to Fire <input type="radio"/> Demolition		<input type="radio"/> Driveway <input type="radio"/> Fence <input type="radio"/> Pool <input type="radio"/> Shed <input type="radio"/> Shutters <input type="radio"/> Windows <input type="radio"/> Doors <input type="radio"/> Violation/Legalization	
6. Architect/Engineer	Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Reg. #: _____ Discipline: _____ Phone: _____				7. Legal/Use/Work/Value	Folio No. _____ No. of Units: _____ Lot: _____ Block: _____ Subdivision: _____ Pb/Pg _____ Current Use of Property: _____ Description of Work: _____ Est. Value: _____ Area: _____ Length: _____				
10. Bond CO	Name _____ Address _____ City _____ St _____ Zip _____				9. Contact Info	Name _____ Email _____ Phone: _____				

NOTICE: 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, MECHANICAL, PLUMBING, SIGNS, WELLS, POOLS, ROOFING, SHUTTERS, WINDOWS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc. In Addition to the requirements of this permit, there may be additional restrictions found in the public records, and there may be additional permits required from other governmental entities such as water management districts, or federal agencies. **OWNER 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. **Owner's Electronic Submission Statement:** Under penalty of perjury, I declare that all the information contained in this building permit application and the representations made in the required disclosure statement are true and correct. **WARNING TO OWNER: YOUR 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 ATTORNEY OR LENDER BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

X _____
Signature of Owner
Print Name: _____

STATE OF FLORIDA, COUNTY OF MIAMI DADE
 Sworn to (or affirmed) and subscribed before me this _____
 day of _____ 20____, by _____

X _____
Notary Signature **Notary Stamp or Seal**
 Personally Known or I.D: _____

X _____
Signature of Qualifier
Print Name: _____

STATE OF FLORIDA, COUNTY OF MIAMI DADE
 Sworn to (or affirmed) and subscribed before me this _____
 day of _____ 20____, by _____

X _____
Notary Signature **Notary Stamp or Seal**
 Personally Known or I.D: _____

FOR OFFICIAL USE ONLY

Work Classification: _____ <input type="radio"/> Residential <input type="radio"/> Multi-Family <input type="radio"/> Commercial <input type="radio"/> Industrial Code in Effect: _____ Occupancy: _____ Const. Type: _____ Remarks: _____	FIRM Zone _____ Est. Bldg. Value _____ Imp. Value \$ _____ Zoning _____ Min. Elev. _____ Prop Elev. _____ GFE _____ Remarks: _____
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