City of Hialeah
Building Department
501 Palm Avenue, Second Floor
Hialeah, Florida 33010
Office: 305-883-5825 Fax: 305.883.8082
www.hialeahfl.gov

ANNUAL FACILITY PERMIT
AS DEFINED IN THE FLORIDA BUILDING CODE

Name of Organization _____

Business Address _____

Location of Premise (where maintenance staff will work) _____

Facility is defined as structures and buildings located on one parcel of land all of which are under one ownership or under the control of the same lessee.

Number of Buildings _____

Contact Person _____ Phone: _____

Mailing Address _____ City _____ State _____ Zip _____

MAINTENANCE STAFF PERMANENTLY ASSIGNED TO FACILITY
(Must have one certified person in each trade to supervise work)

Category	# Maintenance Employee To Perform Work	Print Certificate Holder Name	Company	Contractor

TOTAL _____

I certify, upon approval of this application, the payment of the annual Facility Permit for each and every maintenance man, helper, or apprentice assigned to maintenance crew of subject facility or the minimum fee, whichever is larger. My organization will comply with all the requirements of the Florida Building Code, and all other applicable regulations. I understand that any false or misleading statements or date listed above, noncompliance of Facility Permit Provisions, or other applicable ordinances will result in immediate cancellation of the Facility Permit. In the event of such cancellation, no portion of the fee will be refunded and individual permits will be required for maintenance work.

_____ _____
Signature of Officer or Organization Date

Please attach Facility Permit Fee Check No. _____ $_____

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ANNUAL FACILITY PERMIT WORK LOG

(By Contractor)

Annual Facility Permit Number:_____ **Expires On:**_____/_____/_____

Organization:_____

Address of Premises:_____ **Number of Buildings:**_____

All maintenance of work performed on the above facility must be logged in daily on this form or on special forms approved by the City of Hialeah Building Division and forms shall be displayed in a convenient location for reference by the Building Division inspection staff.

Maintenance Work History

Work Date	Description of Maintenance Problem	Description of Maintenance Work Performed	Location of Maintenance Work	Maintenance Work Supervised By

I certify that the above listed maintenance work was performed and supervised in accordance with the Florida Building Code and such work is subject to periodic inspection by the City of Hialeah Building Division. Any false or misleading information given on authorized forms or any unconnected work required by City of Hialeah shall be justification for immediate cancellation of premise permit and possible enforcement action in accordance with applicable regulations.