



City of Miramar | Building Division

Building, Planning & Zoning Department
2200 Civic Center Place | Miramar, Florida 33025
Tel: 954.602.3200 | Fax: 954.602.3635
www.miramarfl.gov

Early Commencement of Work (Early Start Letter)

Disclaimer: *The information shown below does not necessarily reflect all requirements needed for granting the permission for Early Commencement of Work. This information is intended only for minimum guidelines about how to proceed with the request for Early Commencement of Work. In the judgment of the Building Official, if there are imminent danger and/or safety issues, the Building Official may not grant the permission for the Early Commencement of the Work. Therefore, approval of the Early Commencement of the Work will be as per Building Official's discretion, based on the provisions of the Building Code, relevant laws, ordinances, rules and regulations.*

FBC 105.12 Work starting before permit issuance. Upon prior written approval, the Building Official may, whenever there is a delay in approval of plans and/or specifications or other similar special circumstances, permit the placing, on the site, of tool sheds, materials, batterboards and construction equipment, preliminary to actual construction, or may permit exploratory uncovering of concealed structural elements of existing buildings for design information, pending completion of plans and/or specifications for proposed alterations and the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection.

Based on the above code section, contractors may request for Early Commencement of Work before permit issuance. **Prior to request an Early Commencement of Work, you have to submit applications and plans for the proposed work.** To proceed with this Early Start, you need to submit two (2) letters with the following:

- Two (2) original letters signed by contractor qualifier, notarized with the letterhead of the company.
- Job Address and job description.
- The letters shall state the code section above FBC 105.12
- The letters must state the following:

"The applicant hereby agrees to secure against legal responsibility and hold harmless the City of Miramar, its employees and officials from any legal action from the approval to commerce work".

- Along with letters, a Check for \$200.00 made payable to the City of Miramar. **The fees collected for this purpose is non-refundable.**
- The letters shall be addressed to:

ATTN: BUILDING OFFICIAL

BUILDING DIVISION.

BUILDING, PLANNING & ZONING DEPARTMENT. CITY OF MIRAMAR.
2200 CIVIC CENTER PLACE. MIRAMAR, FL 33025