



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

Storage Rack-Shelving System Application Package

GENERAL REQUIREMENTS

Disclaimer: The information shown above 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 and start the review process in the Building Division. **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 (**FBC**) 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.

- Plans shall be signed & sealed by Professional Engineer: Two (2) sets of plans are required.
- Provide contract signed both parties (Owner & Contractor), along with the application.
- Based on the scope of work, you may need to provide additional applications (i.e. Electrical, Fire Sprinklers, etc.)

A. 2 sets of Floor Plans (Interior of Warehouse) to include:

- Warehouse Floor Plans with dimensions and showing existing conditions and the proposed work
- Description of stored product to determine Commodity Classification
- Occupancy Group, S1 (Moderate-hazard) or S2 (Low-hazard storage)
- Location of rack aisles, passageways, exit signs, detailed path of egress to exit(s)
- Locations and distance of sprinkler deflectors to top of storage (if applicable).
- Show fire hose stations, diameter and length of hose info.
- Location of roof-support columns (Do they need to be protected?)
- Verify that the path of egress follows designed emergency lighting layout.
- Submit photometric information.
- Clearly define whether rack shelving is the open or closed type.
- Engineer Letter Certification (2 sets) indicating that concrete slab will support the imposed loads.

B. 2 sets of cross- section of proposed storage racks to include:

- Rack manufacturer's brochure showing all rack-to-rack connections.
- Material used for racks.
- Rack Leg floor anchor information (Type, number, embedment depth to concrete, etc.)
- Racking system design weight limit information.
- Locations and height of sprinklers.
- Height and width of racks including the space dimensions
- Material used for racks.
- Design weight limits.
- Rack to rack connections (type & number).
- Rack to floor connections (type & number).

Attention Applicant: As per Florida Statutes 713.13, a Recorded Notice of Commencement is required when construction, renovation, alterations values exceed \$2,500. 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.**

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade: Building Electrical Plumbing Mechanical Other

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

New Addition Repair Alteration Demolition Revision Other: _____

Legal Description: _____ Attachment

2

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

4

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (If other than the owner) _____

Fee Simple Titleholder's Name (If other than the owner) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____



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NOTICE OF COMMENCEMENT

In accordance with Section [713.135](#) 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 exceeds **the amount of \$15,000**, 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.



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

1. CSC (formerly INGEO) erecording@cscglobal.com / 866-652-0111 / erecording.com/contact-us
2. E-Docs Solutions / info@edocsrecording.com / 888-973-3627 / edocsrecording.com/ContactUs.htm
3. eRecording Partners Network (ePN) / sales@GOePN.com / 888-325-3365 / goepn.com/contact/
4. Indecomm (formerly US Recordings) / marketing_info@indecomm.net / 877-272-5250 / dmg.indecomm.net/Connect/Contact
5. Simplifile / sales@simplifile.com / 800-460-5657 / 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,
call 954-831-4000, or by email 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 _____