

The Building and Permitting Department

FREQUENTLY ASKED QUESTIONS:

Q: How much will my permit cost?

A: Pricing of a building permit is contingent upon the type of work being done. Fee schedules are available in the building department.

Q: When is a building permit required?

A: Any person seeking to construct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provisions are made or is regulated by the Florida Building Code must first obtain a building permit from the Building Department.

Note: This includes major construction as well as smaller projects, including but not limited to the following: Vinyl siding, Roof re-shingling Replacement windows / doors. Swimming pools (above ground/ in ground), Sheds, Demolition & Signs (permanent & temporary)

Q: Can I begin work once I submit my application?

A: No. Work cannot proceed until the permit has been paid for and issued.

Before work commences, a building permit must be in hand and the field card must be posted on site.

Q: When I start construction, is the work inspected?

A: Yes. It is the responsibility of the permit holder to call the Building Department to arrange for the required inspections. If you have questions regarding inspections, we encourage you to contact this office. If inspections are skipped, it may result in removal of walls, insulation etc. in order to gain access to the work that was done.

Q: Where do I keep the (yellow) Field Card - inspection record?

A: The field card must be posted in a location visible from the street and accessible to all inspectors to sign off on your project.

Q: Does a Building Permit expire?

A: Yes. The expiration date appears on the building permit issued. Any building permits issued shall be deemed abandoned and invalid unless the work authorized by it shall be commenced within six (6) months of the date of issuance. The building official, upon written request, may issue extensions.

Please contact us at:

Building & Permit Dept.
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708
(727) 391-9951

Ext.246, Permit Tech
pkordis@madeirabeachfl.gov

Ext.242, Building Official
fdesantis@madeirabeachfl.gov

Ext.285, 24-hour inspection hotline

Or visit
www.madeirabeachfl.gov



Building & Permitting Department

and

Rental Property Inspection Program

The Rental Property Inspection Program

Reviewing your rental units for compliance with this list could save you from costly re-inspections!

FREQUENTLY ASKED QUESTIONS:

Q: Who does this RPIP effect?

A: All residential rental properties with one to four rental units located within the City of Madeira Beach.

Q: Is a Residential Property Inspection license required?

A: Yes, a residential rental license application shall be made in writing on forms supplied by the City.

Q: Is the inspection license renewable?

A: Yes, the inspection license shall be renewed each year in conjunction or together with the business tax receipt renewals.

Q: What are the Rental Property Inspection Fees?

A: The initial application fees of \$40 with an annual license renewal fee of \$15 and are separate from the City's business tax license. There shall be an initial inspection fee of \$50 per unit paid upon application and an annual inspection fee assessed of \$68 per unit. A re-inspection fee of \$100 will be assessed for every re-inspection needed after the second failed inspection.

Q: When can I expect the first rental inspection?

A: Within fifteen (15) working days after receipt of a complete application satisfying the requirements including the application fee.

Q: How often will the rental units be inspected?

A: Each residential rental property and unit shall be re-inspected every 24 months.

Q: Do I need to be there during an inspection?

A: The property owner or their agents shall be present for the inspections. The property owners or their agents shall notify tenants of planned inspections of their residential units and shall make every effort to obtain the tenant's written consent to entry for inspection purposes.

Q: What will they, the Inspectors look for during the inspection?

A: The next two columns are short lists of Interior & Exterior code, Fire & Life Safety concerns. The entire detailed inspection list (2-pages per unit) is available upon request.

INTERIOR:

Walls, Ceilings & Floors

- Any damage, holes or missing plaster in walls?

Windows & Doors

- All doors, windows & screening in tack and open freely?

Electrical

- All outlets/switch plate covers present, secured, and is all wiring concealed?

HV A/C

- Air conditioner and thermostat operable?

Kitchen - Bathroom(s)

- GFCI & tamper resistant receptacles present and tested?
- Toilet, sink & tub/shower in good condition?
- Ventilation, window or fan?

Bedroom(s)

- Smoke detectors?
- Excessive electrical cords?

Additional:

- Stairs, Steps, Guards, handrails in good condition?

EXTERIOR:

Property Address

- Is the building address visible from the street? Unit numbers in place?

Building Exterior/Yard Maintenance

- Is the roof/gutters/siding/covering in good condition?
- Are sidewalks/stairs/steps maintained?
- Is the yard/landscaping maintained mowed and free of junk/debris?

Windows & Doors / Frames & Trim

- Broken/cracked glass?
- Missing/broken locks or knobs?

Vehicles/Outdoor Storage (Sheds)

- Is the yard/exterior free of prohibited items?
- Are all vehicles parked or stored on the property operable and licensed?
- All accessory/storage sheds code compliant?
- Fencing, in need of repairs or replacement?

Additional:

- Common areas including stairs, guards, handrails and lighting in good condition?