

# Government Process Services, Inc.

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Providing Permit, License & Land Use Services Since 2006

DBE, CMBE, CBE and SBE Certified

954.533.5299 or 561.578.9033

[www.governmentprocess.com](http://www.governmentprocess.com)

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## Government Process Services specializes in permit expediting, permit management, open/expired permits, land use approvals and due diligence.

We navigate our clients' construction projects through all aspects of local, county, and state regulatory approvals. Whether it is initial development approvals, due diligence, permits, licenses, inspections, or code and regulation research, we provide a full range of services to meet our clients' needs.


The combined experience of our professional staff exceeds 36 years of experience in all phases of the building industry—ranging from executive positions in small and mid-size development companies, real estate brokers, and land use consultants. Our team has a proven track record of efficiently and effectively handling the government process for numerous projects.

We are successful in eliminating project delays caused by the myriad of details and regulations in today's world of development. GPS can be your interactive hub to meet deadlines, cut costs and obtain government approvals. Whether you are a developer, property owner, architect or contractor we can adapt our services to meet your needs and help your project be a success. Our services range from simply submitting a permit to becoming an intricate part of the team.



### **Sandy Maksym - President**

Sandy first began working in the real estate business in 1979 as a real estate associate. After many years, she entered the world of real estate development with Lavish Holdings. As Vice President of Development, she was involved in several areas of the company including acquisitions, operations, development, and construction. In response to an industry need for skills and talents such as hers, Sandy founded Government Process Services to provide permitting and land use services in South Florida. One of her first clients was the Boca Beach Club, which engaged her to provide permitting services for the multi-million dollar refurbishment of the Boca Raton Resort and Club. Sandy's unique combination of people skills and analytical skills enables her to successfully manage a project of any size.



Specializing in projects located in South and Central Florida, we can handle any project, big or small.

## Permit Expediting

After 5 years, GPS has grown into a seven-person team providing a unique approach to Permit Services in Fort Lauderdale, Palm Beach, Miami, Jupiter, Orlando, Tampa, Sarasota, Naples, Fort Myers and surrounding areas. Our Permit Services include running permits, but our role is most often as Permit Expeditors. We provide a full spectrum of Permit Services from project inception to CO, including:

- Obtaining initial land use approvals
- Preparing zoning and building permit packages
- Reviewing submission documents & plans for completeness
- Coordinating with the design team and contractors
- Submitting permit packages
- Picking up permits
- Scheduling inspections
- Assisting the GC in obtaining a Certificates of Occupancy

We have built significant relationships throughout Florida as a result of having been involved in a variety of projects. These valuable relationships have time and time again helped us expedite the process and avert delays so often threatening project deadlines. Our extensive project experience includes:

- Interior tenant build-out in malls, auto dealerships, restaurants and offices
- New Construction of commercial high-rises, multi-unit residential complexes, and single-family homes.
- High-volume permit running for trade contractors and utility companies
- Extensive sign permit and variance experience
- Open permits and code violations
- REO property issues

There is no project too big or small, too complex or simple. We take on each project like it is our own and will tailor our scope of services to meet your needs and your budget.

## Sign Permits

We have obtained several hundred sign permits in Florida and are experts in navigating the complex and cumbersome zoning and building permit requirements. Obtaining sign permits in Florida is challenging because each municipality sets their own standards that vary with respect to size, look and placement. Many municipalities also require someone to attend an Architectural Review Board or Administrative Zoning meeting. We can prepare a professional presentation for all required meetings. The sign code is

often so restrictive that a hardship is created. Our team has extensive experience with variances and can investigate potential solutions, research the code, submit a variance package and represent our clients at required meetings. We have significant experience working with Florida cities to obtain sign permits and variances and can help you meet your signage needs.

## Land Use Services

Our Land Use Consulting Team has experience dating back to 1975 and the expertise to solve complex entitlement, land use and zoning challenges. Our services range from completing due diligence investigation to leading the approval process from inception to completion. With decades of experience, we can assist our clients in obtaining:

- Site Plan Approvals and Amendments
- Zoning Approvals
- Text Amendments to the Zoning Code
- Conditional Use Approvals
- Variances
- Special Exceptions
- Plat Approvals
- Administrative Site Plan Approvals
- Uniform Sign Plan Approvals

We also have substantial experience presenting our clients' projects in front of:

- City Councils or Commissions
- Community Appearance Boards or Architectural Review Boards
- Developmental Review Committees
- Planning and Zoning Boards
- Landmark Preservation Boards, plus more.

There is a significant amount of land use, zoning and entitlement work that does not require the services of an attorney or other licensed professional. As experienced Land Use Consultants, we welcome the opportunity to provide an affordable solution. If the work is beyond our scope of services, we will provide you with the names of others in the community who can provide you with these services.

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## Licenses

GPS offers research and application assistance for business and professional licenses, including Business Tax Receipts (formerly known as Occupational Licenses). We will help you identify your license requirements and prepare and submit your license submission package.

Below is a list of licenses we have obtained:

- Broward County Auto Body/Paint Shop License
- Broward County Auto Repair Shop License
- Broward County Hazardous Material Management Facility License
- Business Tax Receipt (formerly Occupational License)
- Florida Department of Agriculture and Consumer Services - Motor Vehicle Repair Act Registration
- Florida Department of Highway Safety & Motor Vehicles License
- Florida Department of Environmental Protection License
- Florida Department of Financial Services License
- Florida Division of Hotels and Restaurants (DBPR) License
- Florida Mobile Food Dispensing Vehicle License
- South Broward Drainage District - 5 year Recertification

# Project History

## Projects Started in 2011

- Broward Financial Center – SSA - 10th & 11th Floor in Fort Lauderdale (Tenant Improvement)
- Boca Center in Boca Raton (Exterior Alteration, + Site Plan Amendment & Conditional Use)
- Pines Ford Lincoln in Pembroke Pines (Demolition and Addition)
- Pines Ford Lincoln in Pembroke Pines (Uniform Sign Plan)
- Pines Ford Lincoln in Pembroke Pines (Amend Plat Note)
- Pines Ford Lincoln in Pembroke Pines (South Broward Drainage District [SBDD] 5-YEAR Recertification)
- Kohl's at Coral Square Mall in Coral Springs (Interior Alteration)
- Kohl's at Miami International Mall in Doral (Interior Alteration)
- Florida Career College in Kendall (Interior Alteration)
- Toys "R" Us Outlet in the Sawgrass Mills Mall in Sunrise (Interior Alteration)
- Bellacino's Café in Town Center in Boca Raton (Interior Alteration)
- Premier Retail Group in Town Center in Boca Raton (Interior Alteration)
- Private Condominium in LaFontana in Boca Raton (Interior Alteration)
- Private Residence in Tamarac (Interior Alteration)
- Royal Palm Beach Yacht and County Club Subdivision Lots in Boca Raton (Code Amendment)
- hhgregg Appliances & Electronics – multiple locations in Broward & Miami-Dade Counties (Signs)
- Colonial Grand in Tampa (Signs)
- Sabal Palm in Lake Buena Vista (Signs)
- Coconut Palm in Coconut Creek (Signs)
- Private Condominium in The Mint in Miami (Laminate Floors)
- Residential Code Enforcement Violation in Palm Beach County (Appeal)
- Electronic Bus Stop Signs in Palm Beach County (Research)

- Florida Power and Light in South Florida (Pole and Bore Permits)
- Smart Meter Permits for Kilowatt in Palm Beach County (Electrical Permits)
- Fire Alarm Permits for Haig Service Corp (Fire Alarm Permits)

## Projects Started in 2010

- Pines Ford Lincoln in Pembroke Pines (All Required Licenses, Permits & Signs)
- Mizner Grand Estates (2) Single Family Homes in Delray Beach (New Construction)
- Wells Fargo Rebranding of 60 Locations in Broward & Palm Beach County (Signs, Awnings, Paint Permits and Business Tax Receipts). Meetings attended for Wells Fargo: Administrative Site Plan Amendments in Palm Beach County, Special Exception & Landmark Preservation in Town of Palm Beach, CAB Meetings in Boca Raton, SPRAB Meeting in Delray Beach, AAC Meeting in Pompano Beach, CAC Meeting in Lauderhill, AARB Meeting and Administrative Appeal to Village Council in Royal Palm Beach, ARB Meeting for Technical Deviation in Wellington
- Cappy's Express for Boca Resort and Club - Mobile Food Dispensing Vehicle (City Permits + License from Division of Hotels & Restaurants)
- Single Family Residence in Cooper City (Remodel/Addition/Elevator)
- Villa Paola Duplex in Fort Lauderdale (New Construction)
- Processed and closed out a permit for the "abandonment of a septic tank" in Palm Beach County
- Closed out a Central Broward Water Control District [CBWCD] Water Management Works Permit in Davie, FL

## Projects Started in 2009

- Hampton Inn's in Boca Raton, Boynton Beach, Deerfield Beach, Palm Beach Gardens, West Palm Beach (Interior Renovation)

- Seaside National Bank in Boca Raton (New Tenant Build-out)
- Seaside National Bank in Fort Lauderdale (Interior Alteration)
- Taylor's Closet in Pompano Beach (Interior Renovation)
- Spencer Gifts in Dadeland Mall in Miami (Interior Alteration)
- Marhaba Express in Food Court at Broward Mall in Plantation (Interior Alteration + License from Division of Hotels & Restaurants)
- Villa Fresh Italian Kitchen in Food Court at Broward Mall in Plantation (Interior Alteration + License from Division of Hotels & Restaurants)
- T-Mobile Cafeteria - Nature's Table Café (Interior Alteration)

#### **Projects Started in 2008**

- Beacon Square – Office Condo in Boca Raton (Interior Build-out)
- Midtown Village Shops – Strip Shopping Center in Pompano Beach (Development, Design, Entitlements, DRC, AAC, ZBA, Site Permit, Building Permit & Signs)
- Palmetto Park Square - Shopping Center in Boca Raton (Exterior Renovation)
- Florida Career College in Kendall (Interior Alterations)
- Nations Fence (Permit Running for Fences)
- Pharmaceutical Company in South Florida (Interior Alteration)

- Addison on the Ocean Condo (Interior Renovation of Condo Unit)
- Demolition of (2) Single Family Homes in Boca Raton (Demolition)

#### **Projects Started in 2007**

- Enterprise Rent-A-Car in Pompano Beach (Interior Renovation)
- One Thousand Ocean – 52 Luxury Ocean Front Condos in Boca Raton (New Construction)
- Temporary Lobby for Boca Beach Club in Boca Raton (Trailer)
- Sales Center for 1000 Ocean in Boca Raton (Trailer)
- Construction Trailers in Boca Raton (Trailer)
- One Thousand Ocean Sales and Design Center (Sign)

#### **Projects Started in 2006**

- Boca Beach Club in Boca Raton (Major Interior and Exterior Renovation) Boca Raton Resort and Club in Boca Raton (Miscellaneous Interior Renovations)
- Deerfield Courts – 23 Townhomes in Deerfield Beach (Site and Building Permits through CO)
- Hillsboro Place – 16 Townhomes in Deerfield Beach (Entitlement, Site and Building Permits through CO)
- Old Pompano Village – 16 Townhomes in Pompano Beach (Entitlement, Site and Building Permits through CO)
- Eight at Fairview – 8 New Townhomes in Pompano Beach (Site and Building Permits through CO)
- Sherwood Park - 38 New Townhomes in Deerfield Beach – (Plat, Entitlements, Utility and Site Permits)
- Fords Manor – 44 Townhomes in Pompano Beach (Building Permits through CO)
- Silver Beach – 5 Luxury Townhomes in Pompano Beach (Building Permits through CO)

We obtained more than 500  
permits and land use  
approvals in 2011

# Recommendations

<http://www.linkedin.com/in/permitsandlicensingandlanduse>

## **Jamie Telchin - Luxury Resorts, President**

“Sandy is a great person, with a tremendous work ethic. Her talents would be a great addition to any project requiring her services.”

## **Kathleen Bell - CB Richard Ellis, Associate Director**

“Sandy is a consummate professional and provides superior service to her clients while maintaining excellent relationships with all parties involved.”

## **Randy Fazio - Villa Enterprises, Project Manager**

“Sandy and her team are problem solvers that have your best interest at heart. In a world of difficult processes, Sandy makes things easy for you. I highly recommend using her and her services for your needs in her market.”

## **Greg Catoe - Selig Enterprises, Senior Project Manager**

“I use Sandy exclusively for all my permit needs in South Florida. I have complete trust in her to obtain our permits in a timely manner and she has delivered on every occasion. She is extremely knowledgeable of the local building permit process, has a great rapport with the local building departments, and her communication skills are top notch. I have no hesitation in recommending Sandy to anyone who needs assistance with getting their building permit processed expeditiously.”

## **Angelina Fairchild - Kimley-Horn and Associates, Inc., Vice President**

“Sandy was very schedule conscious about permitting impacts on a time sensitive project that we both worked on for a high profile hotel renovation in Boca Raton.”

## **Harvey Oyer - Shutts & Bowen, Partner**

“Sandy is thorough, detail-oriented, always prepared, thinks several steps ahead, and is fun to work with. I would use her services again in a second and I recommend her without reservation.”

## **Steve Kuncman - RLK Construction Associates, Vice President**

“Sandy is well versed in her field and is very conscientious. She is always helpful and has always delivered on her word.”

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