

**BUILDING DEPARTMENT**

1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

PERMIT APPLICATION SUBMITTAL CHECKLIST

The items listed below may be required with your completed Permit Application for approval.
A 20% upfront fee is required prior to any plan reviews

Process # _____ Job Address _____

 PERMIT APPLICATION

- Owner info. Folio/Parcel ID # Contractor info. Architect info. Engineer info.
- New Application Description of work Required Signatures: Owner/Lessee Qualifier

Note: All signatures must be notarized & original

 PROOF OF OWNERSHIP

- Recorded warranty deed
- Articles of Incorporation (listing managing members/officers/directors) or State of Florida Annual Corporate report filed with the Division of Corporations
- Power of Attorney (original needs to be submitted)

Note: Only managing members/officers/directors are authorized to sign the permit application.

 CONTRACTOR INFORMATION

- Liability insurance Workman's Compensation insurance or State of Florida Exemption
- State License Certificate of Competency Local Business Tax License
- Municipal Contractor Occupational License Needs to register with CMB Contractor to be assigned
- Expired Permits - No permit may be issued if there are expired permits

Note: All Insurance Certificates must be addressed to the City of Miami Beach with correct address (See heading at top of this form).

 PROPERTY INFORMATION

- Violation on Property – No permit may be issued if there are violations on the property.

 PLANS

- Two (2) sets

 CONSTRUCTION COST AFFIDAVIT - Required for New Construction, Alterations and Repairs **HOLD HARMLESS** - Electrical permits for Temporary Service for Test **CHANGE OF ARCHITECT/CHANGE OF ENGINEER**

- Change of Architect/Engineer Hold Harmless