PERMIT APPLICATION SUBMITTAL CHECKLIST

“An upfront fee and plans are required prior to issuance of a process number”

Process #: ___________________________  Job Address: _______________________________________

☐ WALK-THRU  ☐ DROP OFF / E-PLANS  ☐ DROP-OFF / PAPER

☐ COMPLETE PERMIT APPLICATION

☐ Owner info.  ☐ Folio/Parcel #  ☐ Address  ☐ Arch/Eng. info.  ☐ Job Value  ☐ Contractor  ☐ Reprieve

☐ Detailed Description of work  ☐ Square Ft.  ☐ Phase Packet  ☐ Private Provider Packet

☐ REQUIRED SIGNATURES: (All signatures must be original & notarized)

☐ Owner  ☐ Owner / Tenant Affidavit  ☐ New Application  ☐ Building Official’s Approval

☐ Qualifier/s  ☐ For Sub-Permits the ☐ Contractor and ☐ Sub-Contractor’s signatures are required

☐ PROOF OF OWNERSHIP

☐ Recorded warranty deed  ☐ Articles of Incorporation (listing managing members/officers/directors)

☐ Power of Attorney (original needs to be submitted)

☐ Certificate of Good Standing for out of State Corporations (within 1 year)

☐ CONTRACTOR INFORMATION (All Insurance Certificates must be addressed to the City of Miami Beach)

☐ Liability insurance  ☐ Workman’s Compensation Insurance  ☐ Workman’s Comp Exemption (Form)

☐ State License  ☐ Local Business Tax License  ☐ Expired Permits  ☐ Certificate of Competency

☐ Contractor to be assigned  ☐ Municipal Contractor Occupational License  ☐ Broward Local Business Tax

☐ Fire License Search

☐ PROPERTY INFORMATION

☐ Violation on Property  ☐ Expired Permits

☐ ADDITIONAL REQUIRED DOCUMENTS

☐ Two (2) sets of plans  ☐ CPMP - Construction Parking Management Plan (Jobs over $250,000.00)

REQUIRED REVIEWS

☐ Building  ☐ Structural  ☐ Mechanical  ☐ Electrical  ☐ Plumbing  ☐ Elevator  ☐ Flood  ☐ Fire

☐ Public Works  ☐ Urban Forestry  ☐ Zoning  ☐ DERM  ☐ Sustainability  ☐ Parking Department

Received by: Name & Signature  Date: ___________________________

Revised October 9, 2018

https://www.miamibeachfl.gov/city-hall/building/permits/permit-forms/roofing-forms/