

PERMIT APPLICATION SUBMITTAL CHECKLIST

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

Process #: _____ Job Address: _____

WALK-THROUGH **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. Phased 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)
- [Affidavit](#) in lieu of the Construction Parking Management

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REQUIRED REVIEWS

- [Building](#) [Structural](#) [Mechanical](#) [Electrical](#) [Plumbing](#) [Elevator](#) [Flood](#) [Fire](#)
- [Public Works](#) [Urban Forestry](#) [Zoning](#) [DERM](#) [Sustainability](#) [Parking Department](#)

Received by: Name & Signature _____

Date: _____