

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Permit Application Submittal Checklist

- Permit Application (Required)**
 - Detailed Description of work
 - Square Ft.
 - Job Value
 - Address
 - Folio/Parcel No
 - Owner info.
 - Architect/Engineer
 - Contractor

- 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
 - Certificate of Competency
 - Municipal Contractor Occupational License
 - Broward Local Business Tax

- Drawings And Documents**
 - Required Drawings and Documents – *Please refer to the Permit Type checklists located at <https://www.miamibeachfl.gov/city-hall/building/permits/>*
 - Construction Cost Affidavit (If required)
 - CPMP - Construction Parking Management Plan (Jobs over \$250,000)
 - Affidavit in lieu of the Construction Parking Management
 - Construction Site Sediment and Erosion Control Affidavit (Jobs proposing land disturbing activities)

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- Condominium board approval letter on board letterhead, signed and notarized, required for work inside condominium units.
- Notice to Owner form required for contractors with workers compensation exemption. Form available on the Forms page.