Permit Submittal Checklist

☐ Application (completely filled out)
  - All applications must have original signatures by the owners & qualifiers (Including Subs, Revisions, Renewals)
  - Owner Information
  - Contractor Information
  - Architect Information (If applicable)
  - Engineer Information (If applicable)
  - Folio/Parcel Number
  - Description of Work

☐ Original Condominium/Administration/Landlord Letter

☐ Proof of Ownership
  - Recorded Warranty Deed
  - Articles of Incorporation listing managing members/officers/directors who can sign on behalf of the company registered in the State of Florida Division of Corporations
  - Original Power of Attorney (If applicable)

☐ Contractor Information (Certificate Holder: Bal Harbour Village, 655 96th Street Miami, FL 33154)
  - State License
  - Local Business Tax Receipt
  - Municipal Contractors Tax Receipt
  - General Liability Insurance
  - Workers Compensation/Workers Compensation Exemption
  - Certificate of Competency

☐ Construction Contract
  - Signed by owner
  - MUST have an itemized schedule of values including labor, materials, fixtures, appliances, etc.

☐ Two (2) Copies Signed and Sealed Plans
  - 24’ x 36’ (Maximum Acceptable Size)
  - Must have approved review stamps from MDFR, DERM, WASD, and any other applicable Miami-Dade County agencies

☐ Emergency Contact Sheet

☐ Other Possible Requirements
  - Original Flooring Affidavits (2)
  - Separate Flooring permit floor plan
  - Soundproofing Specs
  - Unity of Title
  - Notice of Commencement
  - Notice of Acceptance for Windows and Doors, Roofing, Armor Screens, Waterproofing, etc.
  - Special Inspector Form(s)
  - Right of Way Application
  - Disconnect Letters for Demolitions
  - NPDES Package
  - Surveys and Site Plans
  - Contractor Affidavit for Security District
  - A/C Change Out form with Unit Specs