

BAL HARBOUR

- VILLAGE -

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