

PERMIT APPLICATION SUBMITTAL CHECKLIST

Property Address: \_\_\_\_\_

1. **PERMIT APPLICATION: original signatures required (2 sets)**
  - Owner Information
  - Architect Information
  - Contractor Information
  - Description of work
  - Engineer Information
  - Folio Number
  - New Application
  - Original Condominium Association's approval letter (on Association's letterhead, must be dated and signed)
  - Owner/Lessee Signatures original and notarized (all signatures must be in blue ink)
  - Qualifier Signature original and notarized (all signatures must be in blue ink)
  - Municipal County Permit Card is required for all new construction of Single Family Homes, additions, renovations, Condo Build Outs, tenant improvements (shops)
  - Electronic USB key scanned job copy (prior to permit issuance)
  
2. **PROOF OF OWNERSHIP (Only managing members/officers/directors are authorized to sign permit applications)**
  - Articles of Incorporation listing managing members/officers/directors of State of Florida Annual Corporate report filed with Division of Corporations
  - Original Power of Attorney
  - Recorded Warranty Deed
  
3. **CONTRACTOR INFORMATION (Insurance certificates must be addressed to Village of Bal Harbour with correct address)**
  - Liability Insurance
  - Workman's Compensation Insurance- State of Florida Exemption
  - State License
  - Certificate of Competency
  - Local Business Tax License
  - Municipal Contractor Occupational License
  
4. **PROPERTY INFORMATION**
  - Violations on Property:  Yes  No  
If yes, please explain: \_\_\_\_\_
  
  - Expired Permits on Property:  Yes  No  
If Yes: No permits shall be issued
  
5.  Two signed and sealed plans submitted
6.  Construction Contract signed by Owner and Contractor (Must be submitted for **EACH** subcontractor)
7.  Hold Harmless Agreement- Electrical permits for Temporary Service Test
8.  Upfront Fee Paid \$ \_\_\_\_\_ (USD)

Processing Permit Clerk \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewing Permit Clerk \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official \_\_\_\_\_ Date: \_\_\_\_\_

• **NOTE: NO PERMITS WILL BE ISSUED IF CONTRACTOR HAS EXPIRED PERMIT**

BUILDING PERMIT FEES OVER \$1000= WILL PAY 50% OF THE FEE PLUS COUNTY FEES

BUILDING PERMIT FEES LESS THAN \$1000= WILL BE PAID IN FULL PLUS COUNTY FEES