



PERMIT SUBMITTAL CHECKLIST

SUBMITTED

COMPLETED BUILDING PERMIT APPLICATION (Please note Plumbing, Electrical, Mechanical, Pool, Driveways, Septic, Roof, Windows and Doors, Paint, are all separate applications)

CURRENT SIGNED AND SEALED SURVEY (TWO COPIES)

3 ENERGY CALCULATIONS- Supplied by Architect/Engineer sealed and/or signed by designer.

CERTIFICATE OF ELEVATION SIGNED AND SEALED (if in Flood Zone).

2 PLOT PLANS- If prepared by architect must be sealed. (Show all intended setbacks from property lines and other existing structures.)

STRUCTURAL PLANS AND STRUCTURAL CALCULATIONS-(2 complete sets-sealed by Architect/Structural Engineer)

ELECTRICAL PLANS (2 Complete Sets- sealed by Architect/Structural Engineer)

PLUMBING PLANS (2 Complete Sets- sealed by Architect/Structural Engineer)

MECHANICAL PLANS (2 complete sets- sealed by Architect/Structural Engineer)
If drawn by A/C Company, must obtain stamped approval from Arch/Eng.

TWO SETS OF PRODUCT APPROVAL FOR ALL WINDOWS, EXTERIOR DOORS WITH COMPARISON CHART.

PERMIT AND DOCUMENTATION FOR ROOFING

PERMIT AND DOCUMENTATION FOR SHUTTERS (If not impact resistant)

**HRS APPROVAL IF SEPTIC TANK WORK IS REQUIRED
APPROVAL FROM DERM**

IMPACT FEE PAID IN MIAMI DADE

NOTICE OF COMMENCEMENT

PROOF OF OWNERSHIP (Recorded Warranty Deed)

NOTARIZED SIGNATURES ON ALL APPLICATION

NOTES:

1. APPLICATION FEE OF \$200.00 DUE AT THE TIME OF PERMIT SUBMITTAL.
2. CONTRACTORS-Write license #'s on all applications. Copies of all applicable licenses are required (State Certification and or registration or Miami Dade Competency, Occupation / Municipal License and original insurance certificates for Workman's Comp and General Liability).