



## **ADDITION - PERMIT INSTRUCTIONS**

An application for a building permit for any and all additions, including conversions of garages & carports, shall include ALL of the following:

- \_\_\_ 1. A completed Permit Application for Municipalities of Dade County
- \_\_\_ 2. A completed General Affidavit (the Affidavit may be recorded against the deed to the property)
- \_\_\_ 3. A completed Owner/Builder Affidavit (if applicable)
- \_\_\_ 4. Two copies of the survey of the property
- \_\_\_ 5. Two full sets of plans signed and sealed by an Architect or Structural Engineer which shall include the following:
  - \_\_\_ a. Site plan showing the addition as it relates to the existing building
  - \_\_\_ b. Floor plan of entire house and proposed improvement area
  - \_\_\_ c. Elevation drawings and finished floor elevations
  - \_\_\_ d. Two copies of all applicable product approvals
  - \_\_\_ e. NAME OF ARCHITECT OR ENGINEER AND PHONE NUMBER
  - \_\_\_ f. Wall sections, structural design, electrical, plumbing, mechanical, fire protection, and roof framing plans. If any of these specialty plans are missing from the original submittal, a building permit will not be issued.

**PLEASE NOTE:** Additions usually require several permits (building, electrical, plumbing, mechanical). All permit applications for the individual trades are required to be submitted with the addition permit application (Master Permit).

After plan review by the Building Department, the application will be either approved or denied. If approved, the applicant will be notified that the permit is ready for issuance. If denied, the applicant will be notified and provided with copies of the plan review comments which must be addressed. Plan review comments that are not addressed will result in a second denial and will be subject to fees for additional plan review. You have 60 days in which to address the issues raised in plan review, and to resubmit revised plans, or the application will become null and void.