PERMIT APPLICATION CHECKLIST

Please verify that your permit application package contains all applicable items which are required for permit issuance:

___ **Completed Permit Application and Sub-Permit Application(s)**

___ **Payment of Up-Front Fee(s) CHECK OR MONEY ORDERS ONLY**

___ **Fee Sheets for Building, Mechanical, Electrical and Plumbing (as applicable)**

___ **Proof of Ownership (Copy of RECORDED Warranty Deed) if property recently purchased**

___ **Completed Owner/Builder Affidavit (if applicable)**

___ **Letter of Authorization/Qualifier**

___ **Two (2) sets of complete plans drawn to scale (signed and sealed by architect and/or structural engineer) – make sure architect and engineer's names and telephone numbers are on the plans**

___ **Two (2) surveys**

___ **Elevation drawings and finished floor elevations (FFEs to be noted on plans)**

___ **Two (2) product approvals (NOAs) (must submit all sheets and additional information required by the product approval) for roofs, utility sheds, windows, exterior doors, metal awnings, shutters, skylights, etc...**

___ **Product approval numbers are to be marked on plans at the place of installation/use (if applicable)**

___ **Two (2) sets of energy calculation forms and heating/cooling load calculations**

___ **Engineer's letter for special inspector**

___ **Notice of Commencement (Recorded for jobs over $2,500 or over $5,000 for mechanical work)**

___ **Contractor's license**

___ **Copy of Liability Insurance with City of North Miami as an additional insured**

___ **Copy of Worker's Compensation Insurance or Exemption Letter (if applicable)**

___ **Letter from Condominium or Townhouse Association approving scope of work and products chosen (NOAs) – if applicable**

___ **Air Conditioning change out forms / Roofing supplement application**

___ **Fire Sprinkler / Fire Alarm System when applicable**

PLEASE NOTE THAT AFTER SUBMITTING PERMIT APPLICATIONS AND PLANS TO THE CITY, YOU WILL BE ISSUED A PROCESS NUMBER. MOST PLANS MUST THEN BE TAKEN TO DERM AND MIAMI DADE FIRE (11805 S.W. 26TH Street, Miami Florida) FOR REVIEW, STAMP AND APPROVAL. UPON RECEIVING APPROVAL FROM DERM AND FIRE, RE-SUBMIT PLANS TO THE CITY OF NORTH MIAMI FOR BUILDING PLAN REVIEW. ONCE PLANS HAVE BEEN REVIEWED BY ALL DISCIPLINES, PLAN REVIEW COMMENTS WILL BE MADE AVAILABLE TO YOU. PLEASE ADDRESS ALL REVIEW COMMENTS AND MAKE APPROPRIATE CHANGES TO YOUR PLANS, THEN PLEASE RE-SUBMIT FOR RE-REVIEW.

I have reviewed the checklist, filled it out completely and all applicable items are in my application submittal.

_____   _____

Submitted by (NAME) Phone No.   Permit Processor Verifying Completion of submittal