



City of North Miami Beach, Florida

BUILDING DEPARTMENT

NEW COMMERCIAL BUILDING CHECKLIST

The City of North Miami Beach requires the following documentation for the request of a New Commercial Building Permit.

- Zoning** 2 sealed surveys (original) no older than 2 years
Plot plan (showing all intended setbacks from property lines and other existing structures)
Surveys must show all easements and encumbrances.
- Landscape Plan** (can be incorporated on the plot plan)
- Structural** (Truss plans/Shop Drawings (3 Complete sets, signed and sealed by an engineer, reviewed and signed by Arch/Eng. Of record)
(Product Approvals - 2 complete sets
(Complete HVHZ Roofing application with notarized signature of contractor.)
(Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement.) (Soil Compaction Letter) Including bearing capacity
(2 complete sets, sealed by architect/engineer)
Product approval/truss/shop drawings/roofing applications may be submitted at a later date, however this will result in an additional fee
- Electrical** (2 complete sets of plans and separate permit application required)
- Plumbing** (2 complete sets of plans and separate application for permit required)
- Mechanical** (2 complete sets of plans and separate application for permit required) 2 complete sets of energy calculations sign by owner, project architect, or other officially designated agent.
- Utilities** Plans need to be reviewed and approved by Public Utilities Department, DERM, WASD, FIRE, Miami-Dade Road Impact Fee.
- Hotel and Restaurant – where food is served.
- Miami-Dade County Elevator Division – Approval Letter
- Miami-Dade Health Department approval – If sewage and water usage is with Septic Tanks or Wells (Stamped on each set of plans * bring in all forms they return)
- Completed Building Permit Application – (Signed and notarized) Please note Plbg, Elect, Mech, Swim Pool are separate applications.
- Owner Affidavit (Signed and notarized)
- Contractors - A copy of all applicable licenses (Competency & Occupational) and copies of insurance certificates for Workman's Comp and General Liability
- Miami-Dade County Impact Fee approval from county that fees were paid or waived.
- Upfront fee required at time of application.
- Signed Contract indicating cost of project (Signed by both parties - Cost to include material and labor)
- Condominium Approval Form required where applicable