



# City of North Miami Beach, Florida

---

## BUILDING DEPARTMENT

### SINGLE FAMILY RESIDENCE CHECKLIST

\*The City of North Miami Beach requires 2 sets of plans/surveys packaged and stapled together and 1 copy of application and all other forms being submitted for this permit

#### Required

\_\_\_\_\_ Proof of ownership (deed or current tax bill)

\_\_\_\_\_ **Zoning** 2 copies lot surveys (original) Location of existing trees & species (**no older than 2 years**)  
(2 site plans showing all intended setbacks from property lines and other existing structures)  
Surveys must show all easements and encumbrances

\_\_\_\_\_ **Landscaping** (2 landscape plans can be incorporated on the plot plan)  
(Tree survey must be signed and sealed by landscape architect)  
(Tree Affidavit stating that no trees have been removed. (Obtained from Landscape Dept)

\_\_\_\_\_ **Mechanical** (3 sets energy calculations & energy guide form (signed and displaying the lot and address)

\_\_\_\_\_ **Plans** Electrical, Plumbing, Mechanical, Roof specs, Shutter/window details (2 complete sets of each)

\_\_\_\_\_ **Applications** **Building, Roofing, Shutters/Window Electrical, Mechanical Plumbing**

\_\_\_\_\_ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by engineer, reviewed and signed by arch\Eng. of record) (Product Approvals 2 complete sets, reviewed and signed by Arch\eng of record.)  
(Complete HVHZ Roofing application with notarized signature of contractor.)  
(Letters of retention from inspection Firm that will be inspecting Engineered 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 fees. Structural calculations prepared by the designer of record

\_\_\_\_\_ **Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department

\_\_\_\_\_ DERM, WASD, Public Utilities, NMB, Miami-Dade County Road Impact Fee.

- \_\_\_\_\_ Health Department approval- if sewage and water usage is with septic tanks or wells (stamped on each set of plans bring in all forms issued).
- \_\_\_\_\_ Completed Permit Applications - Plumbing, Electrical, Mechanical, Building, Shutters, Roof (Signed and notarized)
- \_\_\_\_\_ Contractors - a copy of all applicable licenses (competency & occupational) and original insurance certificates for workman's comp and general liability. "Certificate Holder" – City of North Miami Beach
- \_\_\_\_\_ Signed contract indicating cost of project (signed by both parties – cost to include material and labor).
- \_\_\_\_\_ Disclosure statement- if submitted as an owner/builder application.
- \_\_\_\_\_ Upfront fee at time of submittal.