



City of North Miami Beach, Florida

BUILDING DEPARTMENT

CONTRACTOR'S CHECKLIST

INFORMATION MUST BE BROUGHT IN EVERY TIME AN APPLICATION IS SUBMITTED

Licenses

- You must either have a State of Florida Certified License or a license issued by Miami-Dade County Contractors Qualifying Board, County Municipal Contractors Occupational License (M.O.L.) and Certificate of Competency License.
- Also you must submit a Local Business Tax Receipt (Occupational Lic.) from within the State of Florida.

Insurance

- General Liability and Workman's Compensation; if you have an exemption on your Compensation, it must be reissued by the State in the year 2004.

Other

- The permit has to be filled out completely and the qualifiers signature has to be *notarized*.
- Have a signed construction (contract or proposed contract) for the work being done.
- Owners Affidavit form *notarized*.
- NOC (Notice of Commencement) if necessary. (NOC required if construction value is \$2,500.00 or greater)
- Condominium approval letter is needed for any work performed on a condo/town home.
- If you are an owner/builder, have an owner/builder form filled out and show a picture ID.
- Submit (2) sets of plans. Submit NOA (Notice of Acceptance) if required, from Miami Dade County.
- Workers compensation insurance has to be submitted every time you apply for a permit.
- Up Front fee is required for all permits submitted.