



City of North Miami Beach, Florida

BUILDING DEPARTMENT

CARPOR CHECKLIST

*The City of North Miami Beach requires 2 sets of plans/surveys packaged and stapled together

Required

- Zoning Two (2) original signed/sealed survey to scale (do not reduce or increase size).
Survey shall not be older than two (2) years. Surveys must show all easements and encumbrances. Work being done must be highlighted and have setbacks labeled
- Engineering (Slab provide drainage cross sections from top of slab to property lines include all dimensions, elevations and slopes show all views.)
- Structural (2 complete sets of plans sealed by Architect/Structural Engineer)
Soil compaction letter/Bearing capacity letter
HVHZ Roofing Application (roof addendums)
- Completed Permit Applications – (Signed and notarized)
- Contractors- Copy of all trade licenses (Competency & Business Tax Receipt) original insurance certificates for Workman's Comp and General Liability
- Owner Builder Affidavit – if submitted as an owner/builder application
- Signed contract indicating cost of project (Signed by both parties – cost to include material and labor)
- 2 copies of N.O.A. (Product Approval) if applicable
- Upfront fee required at time of application.

*Condominium Approval form required where applicable.