



City of North Miami Beach, Florida

BUILDING DEPARTMENT

GAZEBO CHECKLIST

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

Required

_____ If suite/land is leased: owner or managing agent must provide notarized letter approving the proposed improvement(s).

_____ 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.

_____ Structural (2 complete sets, sealed by an engineer)
Products approval letter - can be submitted in lieu of an engineer's seal on the set of structural plans)
Footing details of slab – if gazebo will be placed on a slab, indicate on the plans and the application whether the slab is existing, or new, or not applicable.

_____ Completed Permit Application (signed and notarized)

_____ Owner-Builder Affidavit - if submitted as an owner/builder application.

_____ Contractors - a copy of all applicable licenses (competency & business tax receipt) and original insurance certificates for workman's comp and general liability.

_____ Signed contract indicating cost of project (signed by both parties – cost to include material and labor)

_____ Upfront fee required at time of application.

*Condominium Approval form required where applicable.