



City of North Miami Beach, Florida

BUILDING DEPARTMENT

Building Department - Permit Information

This section contains general requirements for different application types. Not all cases are equal, please treat these guidelines as general, if you need Specific information call us at 305-948-2965.

General Requirements for any Permit

City of North Miami Beach Permit Application

2 Sets of Drawings/Plans

2 Copies of Survey (if, applicable)

2 Copies of Condominium Association Approval Letter (if, applicable)

2 Copies of any other pertinent document permit Application must be completed as follows:

- Owner or Tenant Name
- Contractor Information
- Permit Type (trade)
- Only used when change to an existing permit
- Type of Improvement
- Only if applicable Architect or Engineer
- Folio Number required, current use of property, description of work, estimated value and area
- Owner, if different than Section 1
- Contact name

The permit application must be signed by and notarized by the owner and contractor (qualifier), if applicable, and a signed contract indicating cost of project signed by both the contractor and owner.

Requirements for Shutter Permit

City of North Miami Beach Permit Application Signed and notarized by owner and contractor, if applicable, and a signed contract indicating cost of project signed by both the contractor and owner.

2 Sets of:

- Product Approval
- Manufacturer Authorization Letter
- Wind Load Calculations (must be signed and sealed by an Engineer)
- Layout of openings to be protected with dimensions
- Association Letter (if applicable)

Requirements for Fence Permit

City of North Miami Beach Permit Application: Application signed and notarized by owner and contractor, if applicable, and a signed contract indicating cost of project signed by both the contractor and owner.

2 Sets of:

- Boundary Survey
- Wood Fence (Department has detail available)
- Concrete/Block (Drawings Required)
- Aluminum Fence/Iron (Drawings Required)
- Association or Management Company Approval, if applicable



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Permit Renewals City of North Miami Beach Expired Permits

City of North Miami Beach Permit Application: must be Signed and notarized by the owner and contractor, if applicable, and a signed contract indicating cost of project signed by both the contractor and owner.

- Original "Job Copy"
- Original Permit Card
- If "Job Copy" not available they must first request lost plans and then apply for Renewal.
- Additional requirement for Code change

Requirements for Burglar Alarm Permit

City of North Miami Beach Application must be signed and notarized by the owner/tenant and contractor, and a signed contract indicating cost of project signed by both the contractor and owner.

No plans are required

Requirements for Fire Alarm Permit

City of North Miami Beach Application must be signed and notarized by owner/tenant and contractor, and a signed contract indicating cost of project signed by both the contractor and owner.

Must be approved by the Fire Department prior to submittal.

- 2 sets of plans

Requirements for Fire Sprinklers Permits

City of North Miami Beach Application must be signed and notarized by owner/tenant and contractor, and a signed contract indicating cost of project signed by both the contractor and owner.

Must be approved by the Fire Department prior to submittal.

- 2 sets of plans

Requirements for Permanent Generator

Building permit application. 2 set of plans including the following:

1. **Survey**
2. **Site plan:** showing location of main building and setbacks, location of generator and fuel tank, location of adjacent structure and setbacks in relation to the property line in the area of generator installation.
3. **Floor plan:** showing location of all openings (windows, doors, vent outlet) next to the generator exhaust outlet, location of a/c unit and location of any opening from the neighboring structures. Minimum distance between those items and generator exhaust is 10 feet and generator spacing from the building shall meet manufacturer's specifications.
4. **Structural plans:** These plans shall indicate location of slab, dimensions, thickness, and reinforcement. Also this drawing must provide information on generator anchoring to the slab.
5. **Electrical, Mechanical and Plumbing plans** must be included in the set of plans and shall follow the guide lines for each trade.
6. A signed contract indicating cost of project signed by both the contractor and owner.

Generator minimum requirements:

- In all flood districts minimum elevation for generator base is the finish floor of the building.
- Underground fuel tanks and pads for permanently installed generators shall be located not less than five feet from any property line or from the principal structure.



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- In no event shall the generator or aboveground fuel tank be placed forward of the front or corner side building line.
- Equipments cannot be located at the front of the property and must be screened from public view by landscaping of other acceptable material and protection shall be provided to fuel storage tank (curbs, bollards, etc) when subject to damage.
- Signs shall be placed at the electrical service entrance equipment that indicates the location of onsite optional standby power sources.
- A permanent sign shall be placed at the transfer switch location indicating the sequence of operation to start the generator and transfer the electrical loads.

Revisions

City of North Miami Beach Permit Application the application must be signed and notarized by the master permit contractor. A signed contract/change order indicating cost of project change/revision signed by both the contractor and owner is required..

- 2 set of plans to be revised.
- Commercial project must go to Fire, DERM, WASD, Road Impact Fee where applicable.

Sub Permits

City of North Miami Beach Permit Application signed and notarized by sub contractor, and a signed contract indicating cost of project signed by both the general contractor and sub-contractor.

2 set of plans are required for plan review

- Permit Process City of North Miami Beach
- Permit by Affidavit
- Condominium Association (if applicable)