



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### WALK- THRU CHECK LIST

Monday thru Friday and must sign in between 8 A.M. and 9 A.M.

## ROOFS

All the following must be provided and up to date for Walk Thru:

- \_\_\_\_ 1. Application signed and notarized.
- \_\_\_\_ 2. Contractor License, Occupational License, Liability Insurance and Workman's Compensation Insurance  

*OR*

Owner Builder - Owner/Contractor Affidavit and copy of Drivers License ( *owner must be present for walk-thru on owner builder permit*)
- \_\_\_\_ 3. 2 complete copies of High Velocity Hurricane Zone Uniform Application Form with Sections A - E filed as required.
- \_\_\_\_ 4. 2 copies of Section 1524 initialed and signed by Owner and Contractor.
- \_\_\_\_ 5. 2 Rooftop Equipment Affidavits
- \_\_\_\_ 6. 2 complete copies of Miami - Dade Product Approval for all processes used.
- \_\_\_\_ 7. Signed Contract indicating cost of project (signed by both parties – cost to include material and labor.)

\* Condominium Approval Form required where applicable.