



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### SHED CHECKLIST

\*The City of North Miami Beach requires 2 sets of plans/surveys packaged and stapled together and 1 copy of application and all other forms being submitted for this permit

#### 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 size).  
Survey shall not be older than two (2) years. Surveys must show all easements and encumbrances and zoning of property  
Provide shed dimensions and total area in square ft
- \_\_\_\_\_ 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 shed will be placed on a slab, indicate on the plans and the application whether the slab is existing, or new, or not applicable.
- \_\_\_\_\_ Completed Building Permit application (Signed and notarized)
- \_\_\_\_\_ Disclosure Statement - if submitted as on owner/builder application.
- \_\_\_\_\_ Contractors - a copy of all applicable licenses (competency & business tax receipt) and original insurance 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.