



City of North Miami Beach, Florida

BUILDING DEPARTMENT

DRIVEWAY CHECKLIST

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

Required

- _____ **Zoning** Two (2) original signed/sealed survey.
Survey shall not be older than two (2) years. Work being done must be high lighted and have setbacks labeled
- _____ Completed Permit Application – (Signed and notarized)
- _____ Contractors - A Copy of all applicable 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).
- _____ Upfront fee required at time of application.

*Condominium Approval form required where applicable.