



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### SCREEN ENCLOSURE 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

- Zoning** Two (2) original signed/sealed survey.  
Survey shall not be older than two **(2) years**. Surveys must show all easements and encumbrances.
- Structural** (2 complete sets of plans sealed by Architect/Structural Engineer) show slab details.
- Permit Application (Signed and notarized)
- Contractors - A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability. "Certificate Holder" – City of North Miami Beach.
- 2 Copies of N.O.A. (Product approval)
- Signed contract indicating cost of project (Signed by both parties – cost to include material and labor)
- Notarized Signature on Applications
- Upfront fee required at time of application.

\*Condominium Approval form required where applicable.