



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### RESIDENTIAL ALTERATION CHECKLIST

\*We require 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. Work being done must be highlighted and have setbacks labeled.
- Architectural/  
Structural plans** (2 complete sets, sealed by architect/structural engineer)
- Electrical plans** (2 complete sets sealed by architect/structural engineer) - if applicable)
- Plumbing plans** (2 complete sets sealed by architect/structural engineer) - if applicable)
- Mechanical** (3 complete sets of plans) 3 complete sets of energy calculations signed by owner, project architect, or other officially designated agent.
- Utilities** Plans need to be reviewed and approved by DERM, WASD.  
Department of Health approval required for properties on septic service.
- Completed building permit application (Signed and notarized)  
Please note Plumbing, Electrical, Mechanical, Swimming Pool, etc. are separate applications.
- Disclosure Statement - if submitted as an owner/builder application.
- Contractors - a copy of all applicable licenses (competency & occupational) and original insurance certificates for workman's comp and general liability. "Certificate of Holder" – City of North Miami Beach.
- Signed contract indicating cost of project (signed by both parties – cost to include material and labor.)
- Upfront fee required at time of application.