



City of North Miami Beach, Florida

BUILDING DEPARTMENT

RESIDENTIAL ADDITION

*We require 2 sets of plans/surveys packaged and stapled together and 2 copies 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. Surveys must show all easements and encumbrances. Work being done must be highlighted and have setbacks labeled.
- _____ **Mechanical** 3 ENERGY CALCULATIONS & ENERGY GUIDE FORM (Supplied by Architect/Engineer)
Sealed and/or signed by designer.
(2 complete sets - sealed by Architect/Engineer) if drawn by A/C Company, must obtain stamped approval from Arch/Eng)
- _____ **Architectural** Two (2) copies of scaled and dimensioned plans signed by the Architect/Engineer.
- _____ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by eng ., reviewed and signed by arch\Eng. of record)
(Product Approvals 2 complete sets, reviewed and signed by Arch\Eng of record.)
(Complete HVHZ Roofing application with notarized signature of contractor.)
(Letters of retention from inspection Firm that will be inspecting Engineered Unit Masonry and providing supervision of truss placement.)
(Soil Compaction Letter) Including bearing capacity
(2 complete sets, sealed by architect/ engineer)
Product approval/truss/shop drawings/roofing applications may be submitted at a later date, however this will result in an additional fee
Structural Calculations prepared by the designer of record
- _____ **Electrical** plans(2 Complete sets - sealed by Architect/Engineer)
- _____ **Plumbing** plans(2 complete sets - sealed by Architect/Engineer)
- _____ **Other agencies** Approval required from DERM; WASD/Miami-Dade Road Impact Fee
- _____ **Health Department Approval** - If sewage and water usage is with Septic Tanks or Wells (Stamped on each set of plans* bring in all forms they return)
- _____ **Completed building permit application** – (Signed and notarized)
Please note Plumbing, Electrical, Mechanical, Swimming Pool, etc. are separate applications.
- _____ **Upfront fee** required at time of application.
- _____ **A copy of all applicable licenses** (Competency & Business Tax Receipt) Workman's Comp and General Liability.
“Certificate Holder” – City of North Miami Beach.
- _____ **Signed contract** indicating cost of project (signed by both parties – cost to include material and labor).