



City of North Miami Beach, Florida

BUILDING DEPARTMENT

ROOF CHECK LIST

All the following must be provided and up to date for submittals:

- ____ 1. Application signed and notarized.
- ____ 2. Contractor License, Occupational License, Liability Insurance and Workman's Compensation Insurance

OR

Owner Builder - Owner/Contractor Affidavit and copy of Drivers License (*owner must be present for walk-thru on owner builder permit*)
- ____ 3. 2 complete copies of High Velocity Hurricane Zone Uniform Application Form with Sections A - E filed as required.
- ____ 4. 2 copies of Section 1524 initialed and signed by Owner and Contractor.
- ____ 5. 2 Rooftop Equipment Affidavits
- ____ 6. 2 complete copies of Miami - Dade Product Approval for all processes used.
- ____ 7. Signed Contract indicating cost of project (signed by both parties – cost to include material and labor.)

* Condominium Approval Form required where applicable.