



City of North Miami Beach, Florida

BUILDING DEPARTMENT

CONTRACTOR'S CHECKLIST

Licenses

- You must either have a State of Florida *Certified* License or a license issued by Miami-Dade County Contractors Qualifying Board, County Municipal Contractors Occupational License (MC) and Certificate of Competency License.
- Also you must submit a Local Business Tax Receipt (Occupational Lic.) from within the State of Florida.

Insurance

- General Liability and Workman's Compensation. If you have an exemption on your Compensation, a Notice to Owner form is required at the time of Application.

Other

- The Permit Application has to be filled out completely and the qualifier's original signature and the owner's original signature have to be *notarized*.
- Have a signed construction contract (or proposed contract) for the work being done.
- NOC (Notice of Commencement) if necessary. (NOC required if construction value is \$2,500.00 or greater, \$7,500 for Mechanical)
- Condominium Approval Form is required for any work performed on a condo/town home.
- If you are an owner/builder, have an Owner/Builder Affidavit form filled out and you must be present and show a picture ID.
- Submit (2) sets of plans. Submit NOA (Notice of Acceptance) if required, from Miami Dade County.
- Up Front fee is required for all permits submitted.