



City of North Miami Beach, Florida

BUILDING DEPARTMENT

COMMERCIAL SWIMMING POOL CHECKLIST

*The City of North Miami Beach requires 2 sets of plans/surveys packaged and stapled

Required

____ IF SUITE/LAND IS LEASED: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).

____ Zoning Utility Easement Agreement Letters - if fence location is on a utility easement) (2 original sealed surveys - No older than 2 years.)
Show all intended setbacks of pool, deck and screen enclosure or fence.
Also, indicate setbacks from other existing structures.)
Surveys must show all easements and encumbrances

____ Structural Plans (pool, Deck, Screen and/or Fence.) (2 complete sets, sealed by an Engineer)

____ Health Department Approval: Miami-Dade County

____ Completed Permit Application (Signed and notarized)

____ Completed Fence/Deck/Screen Permit Application (Signed and notarized)

____ Completed Plumbing Permit Application (Signed and notarized)

____ Completed Electrical Permit Application (Signed and notarized)

____ Completed Mechanical Permit Application (heaters) (Signed and notarized)

____ Contractors - Write license #'s on all applications. A copy of all trade licenses, Competency and Occupational) and original insurance certificates for Workman's Comp and General Liability

____ Signed contract indicating cost of project (Signed by both parties – cost to include material and labor)

____ Upfront fee required at time of application.

* Condominium Approval form required where applicable.