



City of North Miami Beach, Florida

BUILDING DEPARTMENT

COMMERCIAL ADDITION

*The City of North Miami Beach requires 2 sets of plans/surveys Packaged and stapled together.

Required

- Zoning** (May require site plan review, consult with a planner)
(2 Original Sealed Surveys no older than 2 years)
Plot Plan (showing all intended setbacks from property lines and other existing structures)
Surveys must show all easements and encumbrances. Site plan modifications & parking calculations
- Landscape** (Can Be Incorporated on the Plot Plan) Signed and sealed by a landscape architect.)
- 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 insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement.) (Soil Compaction Letter) including bearing capacity
(2 complete sets, sealed by arch\Eng)
Product approval/truss/shop drawings/roofing applications may be submitted at a later date, however this will result in an additional fee
- Electrical** (2 Complete Sets)
- Plumbing** (2 Complete Sets)
- Mechanical** (2 complete sets of plans) 2 complete sets of energy calculations sign by owner, project architect, or other officially designated agent.
2 Energy Performance Level (EPL) display cards signed by the building qualifier
- Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department
- Miami-Dade County Fire Department
Miami-Dade Road Impact Fee
Hotel and Restaurant (where food is served)
WASD
- DERM approval (Stamped on Each Set of Plans * Bring in All Forms They Return)
- Miami-Dade County 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 Permit Application – (Signed and notarized) Please note Building, Plumbing, Electrical, Mechanical, Swimming Pool are separate applications.
- Contractors - A Copy of all licenses (Competency/State & Occupation) Copies of Insurance Certificates for Workman's Comp and General Liability
- Upfront fee required at time of application.
- Signed contract indicating cost of project (Signed by both parties - cost to include material and labor)