



# City of North Miami Beach, Florida

BUILDING DEPARTMENT

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## WOOD DECK CHECKLIST

\*We require 2 sets of plans/surveys packaged and stapled together and 1 copy of application and all other forms being submitted for this permit.

### Required

- Zoning**                      1 SEALED SURVEY (Original) Not older than 2 years.  
LOCATION/PLOT PLAN (Showing all intended set backs from property line and other existing structures)  
Surveys must show all easements and encumbrances
  
- Structural plans** - (2 complete sets) Shall be hand drawn to scale, show all framing members with dimensions, show foundation size and type, show connections size & type.
  
- Complete Permit application – (Signed and notarized)  
Please note Plumbing, Electrical, Screen, Swimming Pools, etc ... are separate applications.
  
- Upfront fee required at time of application
  
- Owner-Builder Affidavit - if submitted as an owner/ builder application.
  
- CONTRACTORS - A copy of all applicable licenses (Competency & Business Tax Receipt) 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.

\*Note: For Condominiums you will also need a Condominium Approval Form and the installation has to be performed by a licensed professional only.