



City of North Miami Beach, Florida

BUILDING DEPARTMENT

SOLAR SYSTEMS PERMIT CHECKLIST

Required

- _____ Electrical Permit application– (Signed and notarized by contractor)
- _____ Building Permit application (for roof attachments) – (Signed and notarized by contractor)
- _____ Roof Permit application– (Signed and notarized by contractor)
- _____ Plumbing Permit application– (Signed and notarized by contractor)
- _____ Solar Systems Roof Permit Form
- _____ Solar Systems Permit Document Guideline (with two sets of plans)
- _____ Property Owner Solar Systems Disclosure Form
- _____ Owner Affidavit (Signed and notarized)
- _____ Contractors · A copy of all applicable licenses (Competency & 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.