



City of North Miami Beach, Florida

BUILDING DEPARTMENT

Walk Thru Check List

Monday thru Friday

Must sign in between 8 a.m. and 9 a.m.

A.C. CHANGEOUT

All the following must be provided and up to date for Walk Thru:

- _____ 1. Application signed and notarized.
- _____ 2. Contractors – The following documentation is required:
 - a. State License or Municipal Contractor’s Tax receipt together with Business Certificate of Competency.
 - b. Local Business Tax Receipt (from any city in the State)
 - c. Liability Insurance
 - d. Worker’s Compensation Insurance
(Note: For FEIN, additional Notice to Owner – Worker’s Compensation Insurance Exemption form required, signed and notarized by both parties)
- _____ 3. Air Conditioning/Refrigeration Sheet and Mechanical Work Sheet filled out.
- _____ 4. Signed contract indicating cost of project (Signed by both parties – cost to include material and labor)
- _____ 5. Provide Structural Calculations and installation procedures – 2 copies of originals – must be signed and sealed with a current date.
As per FBC 5th Edition (2014) Mechanical 301.15 Wind Resistance and ASCE 7-10 wind requirements.

*Condominium Approval form required where applicable.