



City of North Miami Beach, Florida

BUILDING DEPARTMENT

COMMERCIAL INTERIOR/EXTERIOR ALTERATION CHECKLIST

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

Required

_____ If suite/land are leased: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).

_____ **Zoning** (A Copy of Tenant's use updated tenant list and parking lot calculations.)
(2 PLOT PLAN (Showing all intended areas of alterations)
Surveys must show all easements and encumbrances.

_____ **Structural Plans** (2 complete sets, sealed by Architect/Structural Engineer)

_____ **Electrical Plans** (2 complete sets - if applicable to structure)

_____ **Plumbing Plans** (2 complete sets - if applicable to structure)

_____ **Mechanical Plans** (2 complete sets - if applicable to structure)

(2 ENERGY CALCULATIONS & ENERGY GUIDE FORM
(if applicable) (Supplied by Architect/Engineer)

_____ **Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department

_____ DERM approval (Stamped on each set of plans * bring in all forms they return)

_____ Department of business regulations hotel & restaurant division approval (If any type of food preparation is involved occupancy use)

_____ Miami-Dade County Health Department approval – If sewer and water usage is with Septic Tanks or Wells (Stamped on each set of plans * bring in all forms they return) and WASD approval required.

_____ Miami-Dade County Fire Department approval.

_____ Completed Permit Applications – (Signed and notarize)

Please note Building, Plumbing, Electrical, Mechanical, Swimming Pool are separate applications.

_____ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Camp 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.