



City of North Miami Beach, Florida

BUILDING DEPARTMENT

DECK CHECKLIST

*The City of North Miami Beach requires 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** Two (2) Sealed Survey (Original) no older than 2 years
Label setbacks of deck to property line and how far it is into water on survey.
Surveys must show all easements and encumbrances.
- _____ Structural Plans - (include the materials used)
- _____ Permit Application (Signed and notarized)
- _____ DERM COASTAL approval required if deck is over water
- _____ Contractors - A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- _____ Owner Builder Affidavit – if submitted as an owner/builder application.
- _____ 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.