



City of North Miami Beach, Florida

BUILDING DEPARTMENT

PLAN SUBMITTAL INFORMATION

APPLICATION FOR A BUILDING PERMIT

Prior to drafting construction drawings, please check with the North Miami Beach Community Development Department concerning the following:

1. The land is properly zoned for the type of construction planned,
2. Public easements and rights-of-way on the land will not be encroached upon by the completed structure,
3. Public improvements have been made or will be constructed to City standards and accepted by the City.

Before submitting plans to the Building Division, please research any deed restrictions and applicable condominium approval for the work being done for which the board must sign and seal the condominium approval form.

To apply for a building permit, you must supply the following documents:

SITE PLAN INFORMATION

1.	Tax folio number
2.	Legal description. Lot dimensions and bearings, easements.
3.	North arrow
4.	Street/water way names
5.	Flood Elevation
6.	Existing to remain or to be removed or new. Topographical data; existing and new finish floor elevation of existing and new elements.
7.	Existing or new (Water service, meter, sanitary sewer or septic tank, electrical.)
8.	New buildings or additions to existing. Setbacks.
9.	Lowest finish floor elevation.
10.	Equipment (pool, a/c, and similar). Other improvements (pool decks, docks, paving, walks, slabs, walls, fences, planters)

EXTERIOR ELEVATION INFORMATION

Scale:	Same as Plans
Dimensions:	Vertical features and horizontal projections.
Envelope:	Exterior doors, windows, skylights, hatches, wall finish, roof material and pitch, and similar. Design pressures for wind.
Floor:	Elevations above grade and distance between floors.



City of North Miami Beach, Florida

BUILDING DEPARTMENT

BUILDING SECTION AND DETAIL INFORMATION

Scale:	$1/4"=1'-0"$ Wall sections and $3/4"=1'-0"$ Main details, (or metric)
Dimensions:	Vertical features and horizontal projections.
	All structural elements, their size and reinforcing, insulation, connectors, and similar. Wind design pressures for openings
Finishes:	Exterior and interior wall finishes and construction, roof and ceiling finishes and construction.
Schedules:	Items such as footings, slabs, columns, beams, may be coded and listed on a schedule.

FLOOR PLAN INFORMATION

Scales:	$1/4"=1'-0"$ minimum for all buildings of less than 5,000 sq.ft. or equivalent metric scale.
Dimensions:	All required to define design and required to build.
Rooms:	Room names and finishes.
Floor:	Floor finishes, elevations, steps, ramps, curbs, dashed outline of structures occurring below this floor.
Wall/Partitions:	Materials or construction. Section cuts, fire rated walls or partitions, all structural columns and load bearing partitions.
Ceiling:	Attic access, fold down ladders, skylights, dashed outline of structures occurring above this floor.
Doors/Windows:	Door type and size, swing, code required hardware; Window type and size egress requirements.
Vertical Access:	Stairs with number of risers, elevators, chutes.
Equipment/Fixtures:	Indicate and label all kitchen equipment, toilet fixtures, laundry equipment, water heaters, a/c equipment, electrical panels, fireplaces, built in cabinets, and similar.
Ventilation:	All through the wall ventilation, (garage vents, dryer vents, exhaust fans, Kitchen exhausts, and similar.
Schedules:	Items such as finishes, doors, windows, fixed glass, fixtures equipment, partition construction, may be coded and listed on a schedule.



City of North Miami Beach, Florida

BUILDING DEPARTMENT

FRAMING PLAN INFORMATION

Scale:	1/4"=1'0" minimum for all buildings of less than 5,000 sq.ft.
Dimensions:	All structural elements, their sizes and reinforcing (rafters, trusses bracing, beams, girders, and similar). Columns occurring below beam level, roof mounted equipment, skylights, hatches, dashed outline of structure below this level, Section cuts, roof chimneys, and similar.
Design:	Pressures for wind design. Loads and load transfer calculations
Drainage:	Roof slope, drains, gutters, crickets, overflow scupper calculations required by the Code.
Material:	Roofing and sheathing material (Including Product Approval Number).
Ventilation:	Attic ventilation calculations.

FOUNDATION PLAN INFORMATION

Scale:	1/4"=1'0" minimum required for all buildings of less than 5,000 sq.ft.
Dimensions:	All required.
Site:	Topography/fill requirements.
Structure:	All structural elements, their size and reinforcing (footings, slabs, filled cells, poured columns, bearing partitions, and similar) Slab elevation depression, changes in level, section cuts, and similar.
Underground:	Major slab items (cook-top vents, drainage and/or sanitary lines, and similar).
Design:	Soil bearing values, as per geo-technical engineer's reports or based on known soil properties at the site.
Schedules:	Items such as footings, slabs, columns, may be coded and listed on corresponding schedules.

ELECTRICAL PLUMBING AND H.V.A.C. INFORMATION

Scale:	1/4"=1'0" minimum required for all buildings of less than 5,000 sq.ft, or equivalent metric scale.
	1/2"=1'-0" minimum for designated electrical equipment rooms and elevation shall be provided.
Dimensions:	Non-typical outlets, fixtures and conditions.
Outlets/Fixtures System:	Electrical: show all interior and exterior receptacles, fixtures, switches, electrical exhaust and ceiling fans, attic fans, or roof top receptacles, fixtures or equipment, all electrical equipment,(water heaters, a/c equip., pumps, and similar).



City of North Miami Beach, Florida

BUILDING DEPARTMENT

	Plumbing: show all fixtures, sanitary drainage, vents, water supply, water heaters, and similar.
	H.V.A.C. all ducts and diffuser sizes, fan coil and condensing unit location, specifications, and CFM's per outlet.
Service/Panel:	Electrical: all items circuited as the code.
Schedules/Riser:	Panel size, all circuits with use, load, wire, breaker and conduit size indicated. Diagram with size of service, meter, ground, disconnect switches, feeders, and panels.
	Plumbing Diagram with size of all lines and location of all fixtures and the number of fixtures units of the fixture groups they serve. In commercial work provide isometric drawings of the sanitary drainage, water supply and the storm drainage piping.
	H.V.A.C. Equipment may be coded and have their specifications listed on a schedule.
Calculation:	Electrical. Load calculation per N.E.C.
	H.V.A.C. As required per Energy Code, including heat and cooling load calculations.

HVAC DESIGN REQUIREMENTS

Check yes or no

HVAC Design Requires	Yes	No
Duct smoke detector		
Fire damper(s)		
Smoke damper(s)		
Fire rated enclosure		
Fire rated roof/floor ceiling assembly		
Fire stopping		
Smoke control		

Also needed:

1. A signed permit application (notarized, if qualifier not present).
2. Two (2) sets of signed and sealed construction plans.
3. Four (4) sets of signed and sealed paving and drainage plans.
4. Two (2) copies of surveys (showing existing condition of property), less than 1 year old.
5. Two (2) sets of signed and sealed site plans.
6. Two (2) sets of air conditioning plans (incorporated into sealed building plans).
7. Two (2) sets of signed and sealed plumbing plans and isometric drawings.



City of North Miami Beach, Florida

BUILDING DEPARTMENT

8. Two (2) sets of signed and sealed energy calculations.
9. A soil boring report (when required) with signed and sealed cover letter.
10. A contractor registration form. (Including current license and insurances).
11. Health Department Approval (when required).
12. Folio Number of project property.
13. Legal Description of project property.
14. Owner's Affidavit form, signed and notarized.
15. Structural drawings and calculations signed and sealed, (when required),
16. A copy of the signed contract for the work.
17. If applicable, the condominium board has to approve the work being done and they must have signed and sealed the condominium approval form.

ZONING AND LANDSCAPE INSPECTIONS

The Community Development Department requires that all projects comply with the City Zoning and Landscape Ordinances before a Certificate of Occupancy can be issued. Copies of these ordinances can be obtained at the Community Development Department, telephone (305) 948-2966. Landscape inspections can be requested by calling (305) 957-3530.

ROLL-OFF CONTAINERS

Roll-off containers are required for certain types of projects to remove waste materials from the property. Containers may be used only from waste hauling companies licensed with the City to provide this service. The Building Division can provide a list of these vendors upon request.

The following types of listed projects as well as others deemed necessary by the City Manager or designee shall provide a construction debris container on-site for the duration of the construction of the permitted project. These project types are as follows: construction of a new building, construction of an addition to an existing building, renovation of an existing building, demolition of an existing building or part of a building, re-roofing. The container shall be emptied, whenever filled, the debris generated by the construction as well as the litter generated by the workers shall be placed in the construction debris container. Debris or litter from the construction site shall not be permitted to appear off-site onto neighboring properties.



City of North Miami Beach, Florida

BUILDING DEPARTMENT

PUBLIC FOOD SERVICE ESTABLISHMENTS

Prior to applying for building permits with the City of North Miami Beach, the plans for public food service establishments must be submitted to the Department of Business and Professional Regulation, Division of Hotels and Restaurants, Bureau of Licensing and Enforcement in Miami-Dade County. Three (3) sets of plans must be submitted to this agency for review and approval. Two (2) sets will be returned to the applicant stamped approved. These two (2) sets are the sets that must be submitted to the City of North Miami Beach for permits.

QUICK REFERENCE MATERIAL

The following quick reference information applies to all construction trade types.

Certificate of Competency - (Miami-Dade County)

Address: 140 W. Flagler Street 16th Floor
Miami, FL 33128
Telephone: (305) 375-2527

Certificate of Competency - (State Certification)

Address: 140 W. Flagler Street, 16th Floor
Miami, FL 33128
Telephone: (305) 375-2527

Miami-Dade County Building Department

Address: 11805 SW 26th Street
Miami, FL 33175
Telephone: (786) 315-2000

Miami-Dade County Planning & Zoning Department

Address: 11805 SW 26th Street
Miami, FL 33175
Telephone: (786) 315-2000

Miami-Dade County Department of Environmental Resources Management (DERM)

Address: 11805 SW 26th Street
Miami, FL 33175
Telephone: (786) 315-2000
24 hour hotline: (305) 372-6955



City of North Miami Beach, Florida

BUILDING DEPARTMENT

Miami-Dade County Fire Department

Address: 11805 SW 26th Street
Miami, FL 33175

Telephone: (786) 315-2000

Miami-Dade County Impact Fees

Address: 11805 SW 26th Street
Miami, FL 33175

Telephone: (305) 375-2000

Florida Department of Children & Families (formerly HRS) Miami-Dade County Department of Public Health (District 11)

Address: 7755 NW 48 Street Building E, Suite 130
Miami, FL 33166

Telephone: (Septic Tank)
PERMITS (305) 513-3459

Address: Dade County Department of Public Health
11805 SW 26th Street
Miami, FL 33175

Telephone: MAIN NO. (305) 623-3500

Miami-Dade County Public Works Department

Address: 11805 SW 26th Street
Miami, FL 33175

Telephone: (305) 315-2000

Miami-Dade County Water and Sewer Department

Address: 11805 SW 26th Street
Miami, FL 33175

Telephone: (305) 315-2000



City of North Miami Beach, Florida

BUILDING DEPARTMENT

State Department of Business and Professional Regulation
Division of Hotels and Restaurants
Bureau of Licensing and Enforcement

Address: DBPR
1940 North Monroe Street
Tallahassee, FL 32399-1011
Telephone: (850) 487-1395

North Miami Beach Building Division

Address: City of North Miami Beach
Building Department
17050 N. E. 19th Avenue
North Miami Beach, FL 33162-3100
Telephone: (305) 948-2965
Fax: (305) 919-3708

North Miami Beach Community Development Department – Planning & Zoning Division

Address: City of North Miami Beach
Community Development Department
17050 N.E. 19th Avenue
North Miami Beach, FL 33162-3100
Telephone: (305) 948-2966
Fax: (305) 957-3517

North Miami Beach Public Utilities/Public Works Department

Address: City of North Miami Beach
Public Services Department
17050 N. E. 19th Avenue
North Miami Beach, FL 33162
Telephone: (305) 948-2967

North Miami Beach Sanitation Division

Address: City of North Miami Beach Sanitation Division
1965 N. E. 151 Street
North Miami Beach, FL 33162
Telephone: (305) 948-2904

State Contractor/Professionals

Hot Line Telephone: 1-800-851-1204



City of North Miami Beach, Florida

BUILDING DEPARTMENT

State of Florida Department of Transportation (FDOT)

Address: District VI
1000 N. W. 111th Avenue
Miami, FL 33172
Telephone: (305) 470-5197

State of Florida Department of Business and Professional Regulation Construction Industry Licensing Board

Address: 1940 N. Monroe Street
Tallahassee, FL 32390-0784
Attn: Construction Board

Telephone: 1-850-487-1395

State Department of Agriculture & Consumer Services

Telephone: 1-800-HELP FLA (1-800-435-7352)



City of North Miami Beach, Florida

BUILDING DEPARTMENT

"QUIK" PERMITS

The "Quik" Permit allows permits to be issued "over-the-counter" to licensed contractors for specific installations, repair and maintenance activity when the following conditions exist:

- The contract price is \$2,500 or less (\$7,500 or less for mechanical air conditioner work).
- The applicant is a qualified licensed contractor.
- Permit is not submitted as a result of any Code Enforcement violation.
- The work is not being done on property where an active "Master" permit exists.
- The owner and contractor agree to obtain the required inspections within 30 days.

Quik Permits will be issued for the following:

BUILDING

- Replace or repair garage door (with product approval)
- + Replace or repair exterior door (with product approval)
- Replace or repair exterior window (with product approval)

ELECTRICAL

- Low voltage intercom, burglar alarm, or smoke detectors
- Ceiling fans
- Replace devices (outlets, switches, light fixtures, etc.)

PLUMBING

- Replace irrigation or swimming pool pumps
- Replace or repair water service lines
- Replace water heater
- + Replace drain field

A/C MECHANICAL

- Replace A/C fan coil or condensing unit (exact exchange only)
- Wall/window A/C unit replacement
- Replace gas appliances
- Repair/replace above ground L.P. gas tanks

ALL WORK SHALL BE PERFORMED TO COMPLY WITH THE 2010 FLORIDA BUILDING CODE.

Please remember to bring a copy of your license and insurance certificates to the counter before 3:00 PM and bring cash, check, or money order for payment.