Miami **S**hores **V**illage
Building Department
10050 N.E.2nd Avenue
Miami Shores, Florida 33138
Tel: (305) 795.2204
Fax: (305) 756.8972

RESIDENTIAL ADDITION CHECKLIST

PRIME CONTRACTOR AND ALL SUBCONTRACTOR PERMITS MUST BE SUBMITTED PRIOR TO PERMIT APPROVAL

REQUIRED	SUBMITTED	
_____	_____	**COMPLETED BUILDING PERMIT APPLICATION** (Please note Plum, Elec, Mech, Pool, Driveways, Septic, Paint, are all separate applications)
_____	_____	**CURRENT SEALED SURVEY** (TWO COPIES)
_____	_____	**3 ENERGY CALCULATIONS**- Supplied by Architect/Engineer sealed and/or signed by designer.
_____	_____	**CERTIFICATE OF ELEVATION SIGNED AND SEALED**
_____	_____	**2 PLOT PLANS**- If prepared by architect must be sealed. (Show all intended setbacks from property lines and other existing structures.)
_____	_____	**STRUCTURAL PLANS AND STRUCTURAL CALCULATIONS**-(2 complete sets-sealed by Architect/Structural Engineer)
_____	_____	**ELECTRICAL PLANS** (2 Complete Sets- sealed by Architect/Structural Engineer)
_____	_____	**PLUMBING PLANS** (2 Complete Sets- sealed by Architect/Structural Engineer)
_____	_____	**MECHANICAL PLANS** (2 complete sets- sealed by Architect/Structural Engineer) If drawn by A/C Company, must obtain stamped approval from Arch/Eng.
_____	_____	**TWO SETS OF PRODUCT APPROVAL FOR ALL WINDOWS, EXTERIOR DOORS WITH COMPARISON CHART.**
_____	_____	**PERMIT AND DOCUMETATION FOR ROOFING**
_____	_____	**PERMIT AND DOCUMENTATION FOR SHUTTERS** (If not impact resistant)
_____	_____	**HRS APPROVAL IF SEPTIC TANK OR WELL WORK IS REQUIRED** (7755 NW 48 STREET)
_____	_____	**APPROVAL FROM DERM** (33 SW 2 AVENUE)
_____	_____	**IMPACT FEE PAID IN MIAMI DADE**
_____	_____	**NOTICE OF COMMENCEMENT**
_____	_____	**PROOF OF OWNERSHIP (**Deed or Current Tax Bill)
_____	_____	**NOTARIZED SIGNATURES ON ALL APPLICATION**

NOTES:

1. APPLICATION FEE OF $250.00 DUE AT THE TIME OF PERMIT SUBMITTAL.
2. CONTRACTORS-Write license #'s on all applications. Copies of all applicable licenses are required (State Certification and or registration or Miami Dade Competency , Occupation / Municipal License and original insurance certificates for Workman's Comp and General Liability).

PERMIT WILL NOT BE APPROVED UNTIL ALL SUBCONTRACTORS APPLICATIONS ARE SUBMITTED