



# Miami Shores Village

## 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	
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**COMPLETED BUILDING PERMIT APPLICATION** (Please note Plum, Elec, Mech, Pool, Driveways, Septic, Paint, are all separate applications)

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**CURRENT SEALED SURVEY (TWO COPIES)**

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**3 ENERGY CALCULATIONS-** Supplied by Architect/Engineer sealed and/or signed by designer.

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**CERTIFICATE OF ELEVATION SIGNED AND SEALED**

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**2 PLOT PLANS-** If prepared by architect must be sealed. (Show all intended setbacks from property lines and other existing structures.)

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**STRUCTURAL PLANS AND STRUCTURAL CALCULATIONS-**(2 complete sets-sealed by Architect/Structural Engineer)

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**ELECTRICAL PLANS** (2 Complete Sets- sealed by Architect/Structural Engineer)

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**PLUMBING PLANS** (2 Complete Sets- sealed by Architect/Structural Engineer)

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**MECHANICAL PLANS** (2 complete sets- sealed by Architect/Structural Engineer) If drawn by A/C Company, must obtain stamped approval from Arch/Eng.

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**TWO SETS OF PRODUCT APPROVAL FOR ALL WINDOWS, EXTERIOR DOORS WITH COMPARISON CHART.**

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**PERMIT AND DOCUMENTATION FOR ROOFING**

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**PERMIT AND DOCUMENTATION FOR SHUTTERS** (If not impact resistant)

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**HRS APPROVAL IF SEPTIC TANK OR WELL WORK IS REQUIRED**  
(7755 NW 48 STREET)

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**APPROVAL FROM DERM** (33 SW 2 AVENUE)

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**IMPACT FEE PAID IN MIAMI DADE**

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**NOTICE OF COMMENCEMENT**

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**PROOF OF OWNERSHIP** (Deed or Current Tax Bill)

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**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**