

# CITY OF MIAMI SPRINGS

## Building and Code Compliance Department

201 Westward Drive  
Miami Springs, FL 33166

Tel: 305-805-5030  
Fax: 305-805-5036



---

### CONTRACTOR REGISTRATION CHECKLIST

- \_\_\_\_\_ COPY OF STATE OF FLORIDA LICENSE OR CERTIFICATE OF COMPETENCY
- \_\_\_\_\_ COPY OF DADE COUNTY OCCUPATIONAL AND OR MUNICIPAL LICENSE
- \_\_\_\_\_ CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
- \_\_\_\_\_ WORKMEN'S COMPENSATION INSURANCE OR EXEMPTION FROM STATE OF FLA.

---

**PLEASE NOTE: HAVING AN UNDERSIZED LOT (LESS THAN 75 FT WIDE) WILL REQUIRE A VARIANCE APPROVAL BY THE BOARD OF ADJUSTMENT PRIOR TO PERMIT SUBMITTAL.**

### BUILDING PERMIT DOCUMENT CHECKLIST

- \_\_\_\_\_ PERMIT APPLICATION SIGNED & NOTARIZED BY PROPERTY OWNER & CONTRACTOR. (NEEDS TO PROPERLY NOTARIZED WITH ORIGINAL SIGNATURES)
- \_\_\_\_\_ WORKERS COMPENSATION INSURANCE CERTIFICATE. **(REQUIRED FOR ALL PERMITS)**
- \_\_\_\_\_ CONTRACT OF PROPOSED JOB / OWNER STATEMENT **(REQUIRED FOR ALL PERMITS)**
- \_\_\_\_\_ TWO SET OF PLANS OR DRAWINGS- PER F.B.C., FLOOR PLAN, ELEVATION, FDN, ETC. AT SCALE ¼"=1'-0" DETAILS AND SECTIONS AT ¾"=1'-0" SCALE. (SIGNED & SEALED BY ARCHITECT/ENGINEER)
- \_\_\_\_\_ TWO SET OF STRUCTURAL CALCULATIONS SEPARATE FROM PLANS.
- \_\_\_\_\_ TWO CURRENT SURVEYS OF PROPERTY, NO MORE THAN ONE (1) YEAR OLD (1 HAS TO BE SIGNED AND SEALED BY CERTIFIED LAND SURVEYOR).
- \_\_\_\_\_ TWO CERTIFICATES OF ELEVATION (SIGNED AND SEALED BY CERTIFIED LAND SURVEYOR).
- \_\_\_\_\_ ZONING AFFIDAVIT (SIGNED AND NOTARIZED BY PROPERTY OWNER)
- \_\_\_\_\_ TWO SETS OF ENERGY CALCULATIONS AND HEAT LOAD CALCULATIONS (SIGNED & SEALED BY AN ARCHITECT/ENGINEER).
- \_\_\_\_\_ TWO SETS OF **DADE COUNTY PRODUCT CONTROL NOTICE OF ACCEPTANCE LETTER WITH MANUFACTURER'S SHOP DRAWINGS FOR:** SHEDS, WINDOWS, EXTERIOR DOOR, ALUMINUM ROOFS, SHUTTERS, SCREEN ENCLOSURE, AWNING, SKYLIGHT, ABOVE-GROUND POOL, GLASS BLOCK, GARAGE DOOR, WOOD CONNECTORS, AND MULLIONS.
- \_\_\_\_\_ OTHER AFFIDAVITS: POOL SAFETY BARRIER, WOOD FENCE, DRIVEWAY COVENANT, SURVEY AFFIDAVIT.
- \_\_\_\_\_ SUNSHINE ONE - CALL BEFORE ALL EXCAVATIONS (TICKET MUST BE SUBMITTED BEFORE PERMIT IS RELEASED) (1-800-432-4770) OR [www.callsunshine.com](http://www.callsunshine.com)
- \_\_\_\_\_ D.E.R.M. APPROVAL FOR COMMERCIAL PROPERTIES  
11805 SW 26 ST, (786-315-2842) OR 111 N.W. 1<sup>ST</sup> ST. 12<sup>th</sup> Floor (305-375-5126)
- \_\_\_\_\_ FIRE DEPARTMENT APPROVAL FOR COMMERCIAL CONTRUCTION  
11805 SW 26 ST. (786-315-2771)

---

**NOTE: EVERYTHING CHECKED OFF MUST BE SUBMITTED AT TIME OF SUBMITTAL.**

**THESE ARE THE PRELIMINARY REQUIREMENTS FOR SUBMITTAL. THE PLANS WILL BE REVIEWED BY THE APPROPRIATE INSPECTORS AND FURTHER INFORMATION MAY BE REQUIRED BEFORE FINAL APPROVAL.**