

BAL HARBOUR

- VILLAGE -

Permit Submittal Checklist

Application (completely filled out)

- **ALL** applications must have original signatures by the owners & qualifiers (Including Subs, Revisions, Renewals)
- Owner Information
- Contractor Information
- Architect Information (If applicable)
- Engineer Information (If applicable)
- Folio/Parcel Number
- Description of Work

Original Condominium/Administration/Landlord Letter

Proof of Ownership

- Recorded Warranty Deed
- Articles of Incorporation listing managing members/officers/directors who can sign on behalf of the company registered in the State of Florida Division of Corporations
- Original Power of Attorney (If applicable)

Contractor Information (Certificate Holder: Bal Harbour Village, 655 96th Street Miami, FL 33154)

- State License
- Local Business Tax Receipt
- Municipal Contractors Tax Receipt
- General Liability Insurance
- Workers Compensation/Workers Compensation Exemption
- Certificate of Competency

Construction Contract

- Signed by owner
- MUST have an itemized schedule of values including labor, materials, fixtures, appliances, etc.

Two (2) Copies Signed and Sealed Plans

- 24' x 36' (Maximum Acceptable Size)
- Must have approved review stamps from MDR, DERM, WASD, and any other applicable Miami-Dade County agencies

Emergency Contact Sheet

Other Possible Requirements

- Original Flooring Affidavits (2)
- Separate Flooring permit floor plan
- Soundproofing Specs
- Unity of Title
- Notice of Commencement
- Notice of Acceptance for Windows and Doors, Roofing, Armor Screens, Waterproofing, etc.
- Special Inspector Form(s)
- Right of Way Application
- Disconnect Letters for Demolitions
- NPDES Package
- Surveys and Site Plans
- Contractor Affidavit for Security District
- A/C Change Out form with Unit Specs