

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE
CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Permit Application Submittal Checklist

☐ **Permit Application (Required)**

- Detailed Description of work
- Square Ft.
- Job Value
- Address
- Folio/Parcel No
- Owner info.
- Architect/Engineer
- Contractor

☐ **Proof Of Ownership**

- Recorded warranty deed
- Articles of Incorporation (listing managing members/officers/directors)
- Power of Attorney (original needs to be submitted)
- Certificate of Good Standing for out of State Corporations (within 1 year)

☐ **Contractor Information (All Insurance Certificates must be addressed to the City of Miami Beach)**

- Liability insurance
- Workman's Compensation Insurance
- Workman's Comp Exemption (Form)
- State License
- Local Business Tax License
- Certificate of Competency
- Municipal Contractor Occupational License
- Broward Local Business Tax

☐ **Drawings And Documents**

- Required Drawings and Documents – *Please refer to the Permit Type checklists located at <https://www.miamibeachfl.gov/city-hall/building/permits/>*
- Construction Cost Affidavit (If required)
- CPMP - Construction Parking Management Plan (Jobs over \$250,000)
- Affidavit in lieu of the Construction Parking Management
- Construction Site Sediment and Erosion Control Affidavit (Jobs proposing land disturbing activities)

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- Condominium board approval letter on board letterhead, signed and notarized, required for work inside condominium units.
- Notice to Owner form required for contractors with workers compensation exemption. Form available on the Forms page.

DATE: 08/29/2023

Print Name: Eliyahu Finkelman

Signature: 