



CITY OF HOMESTEAD DEVELOPMENT SERVICES  
790 N HOMESTEAD BLVD  
HOMESTEAD, FL 33033  
TEL. 305-224-4500  
FAX. 305-224-4539

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Checklist for

## COMMERCIAL (NEW)

DEVELOPMENT SERVICES:  
Monday thru Friday 7:30 AM – 4:30 PM

- Site Plan Approval – before submit plans (copy of Ordinance or Resolution or Signed ASPR)**
- A complete **Building** permit application – Owner’s and Qualifier’s signature Notarized.
- Contractor’s License and Insurance information up-to-date.
- Owner’s signature on application or “Permit Authorization” authorizing contractor as agent.
- Folio # needed.
- Two (2) complete sets of plans signed and sealed by an architect or engineer.
- Two (2) copies of current legal survey.
- Two (2) sets of energy or heat load calculations.
- Dade County Road, Fire and School Impact Stamp.
- Flow Allocation Letter for sewer along with Paving and Drainage plans approved from DERM.
- Shop drawings
- Concurrency Certificate
- \$500.00 UP FRONT FEE (or to be determine)
- Notice to Contractor and Application for extension of electric distribution.
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

### REVIEW PROCESS

1. Zoning
2. Landscape
3. Utilities
4. Fire (Dade County)
5. Electrical, Plumbing, Mechanical (if applicable)
6. Structural Engineer (Wednesday only)
7. Building Official

**\*\*NOTE\*\*** All trades pull their own permits after Building Permit is issued.

Accepted by \_\_\_\_\_