



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

Checklist for

MULTI-FAMILY APARTMENTS (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 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.
- \$200.00 UP FRONT FEE
- 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. Utilities
3. Electrical, Plumbing, Mechanical
4. Structural Engineer
5. Fire (Dade County)
6. Building Official

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

Accepted by _____