



Single Family Residence Checklist

- Completed Permit Application
- Current contractor registration
- Owner/Builder permit - proof of ownership and Owner/Builder Affidavit
- Two (2) complete sets of plans signed and sealed by Architect/Engineer
- Two (2) copies of current (within 5 years) survey
- Two (2) sets of energy and heat load calculations
- Homeowner's Association approval letter if applicable
- Miami-Dade County Impact Fee stamp on plans
- Miami-Dade County DERM Final Approval stamp on plans
- HRS – Septic tank and/or Well approval
- Separate submittals are required for exterior windows and doors, railings, trusses, shutters, roofing and all other deferred submittals (portions of the design that are not submitted at the time of application. All deferred submittals must be listed on the construction documents for review by the Building Official.
- Notice of Commencement, if applicable for jobs over \$2500 (Required to be on site prior to first inspection).