

## Permits – (Submitted to Permit Counter)

### APPLICATION CHECKLIST

#### SUBMITTAL REQUIREMENTS:

1. Completed signed and notarized Development Services Department Permit Application, submit to Permit Counter.
2. Copy of recorded Notice of Commencement, if project cost is more than \$2,500 required prior to the first inspection.
3. If you are governed under Homeowners or Condominium Association Covenants, you are advised to receive those approvals prior to permit submittal.

*Historical Resources Dept. approval is required for historical properties PRIOR to the Board of Architects' review.*

*The list is the minimum requirements for permit submittal. Additional information may be required due to specific conditions and inspections.*

<b>Alteration (Commercial Interior)</b>	
<ol style="list-style-type: none"> <li>1. Two (2) complete sets of plans.</li> <li>2. Life Safety Plan and all related Fire Protection Plans.</li> <li>3. Electric, Mechanical, Plumbing, Fire Sub-permits.</li> <li>4. Shop drawings.</li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Concurrency</li> <li>3. Electrical</li> <li>4. Fire</li> <li>5. Historical (if historic)</li> <li>6. Mechanical</li> <li>7. Plumbing</li> <li>8. Structural</li> <li>9. County Environmental Resources Management</li> <li>10. County Impact Fee</li> </ol>	<ol style="list-style-type: none"> <li>1. Penetration</li> <li>2. Framing Accessibility</li> <li>3. Insulation</li> <li>4. Screw for Gypsum Board</li> <li>5. Final – Fire</li> <li>6. Final – Historical (if historic)</li> <li>7. Final – Structural</li> </ol>

<b>Alteration (Residential Interior)</b>		
<ol style="list-style-type: none"> <li>1. Two (2) complete sets of signed and sealed plans, including full floor plans.</li> <li>2. Three (3) sets of energy calculations signed and sealed by architect.</li> <li>3. Electrical, Mechanical, Plumbing Sub-permits, if applicable.</li> </ol>		
Required Approvals, where applicable	Required Inspections, where applicable	
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Electrical</li> <li>3. Historical (if historic)</li> <li>4. Structural</li> <li>5. Mechanical</li> <li>6. Plumbing</li> </ol>	<ol style="list-style-type: none"> <li>7. Structural</li> <li>8. Zoning</li> <li>9. Health and Rehabilitative Services (if on septic)</li> </ol>	<ol style="list-style-type: none"> <li>1. Framing</li> <li>2. Insulation</li> <li>3. Screw for Gypsum Board</li> <li>4. Final – Historical (if historic)</li> <li>5. Final – Structural</li> <li>6. Final – Zoning</li> </ol>

<b>Burglar Alarm</b>
<ol style="list-style-type: none"> <li>1. Low voltage alarm companies must provide a letter on company letterhead, signed and notarized by the qualifier authorizing individuals to request the streamlined permits for their company.</li> <li>2. Required documents to assign an address to permit (must be provided within 14 days after work begins): Completed uniform notice of low-voltage alarm system.</li> </ol> <p><i>Effective October 1, 2013, the following low voltage electrical permits are exempt from permit requirements</i></p>

<i>for residential installation and repair: burglar alarm, master TV antenna, sound intercom, central vacuum, data communication cables, telephone and communication and smart house.</i>	
Required Approvals, where applicable	Required Inspections, where applicable
1. Historical (if historic)	1. Rough – Electrical 2. Final – Historical (if historic) 3. Final – Electrical

<b>Demolition (Interior)</b>		
<ol style="list-style-type: none"> <li>Two (2) complete sets of signed and sealed plans (1/8"=1'-0" scale minimum) indicating demolition.</li> <li>Electrical, Mechanical, Plumbing, Fire Sub-permits, if applicable.</li> </ol> <p>Note: <a href="#">On-line applications accepted.</a></p>		
Required Approvals, where applicable		Required Inspections, where applicable
<ol style="list-style-type: none"> <li>Building</li> <li>Electrical</li> <li>Fire (If commercial)</li> <li>Historical (if historic)</li> <li>Mechanical</li> <li>Plumbing</li> </ol>	<ol style="list-style-type: none"> <li>Structural</li> <li>Zoning</li> <li>County Env't. Resources Management</li> </ol>	<ol style="list-style-type: none"> <li>Final – Historical (if historic)</li> <li>Final – Fire</li> <li>Final – Structural</li> <li>Final – Zoning</li> </ol>

<b>Demolition (Total)</b>		
<ol style="list-style-type: none"> <li>One (1) copy of signed and sealed current survey of the property, less than five (5) years old. (An older survey may be accepted with a signed affidavit attesting that will were no substantive changes made to the property.)</li> <li>Completed signed and notarized Development Services Department Permit per application (for the demolition, temporary construction fence, portable toilet, and plumbing).</li> <li>Two (2) copies of site plan indicating the location of the temporary fence.</li> <li>Letter of Historical Significance by Historical Resources Department.</li> <li>Notarized letter from owner indicating knowledge that all structures are to be demolished including auxiliary and accessory structures, i.e., docks, swimming pools, driveways, etc.</li> <li>Letter of "No Objection" from City Gas.</li> <li>Letter from contractor indicating that all utilities have been notified.</li> <li>DERM notification if asbestos is present.</li> <li>Pre-approved Construction Staging Plan requested for all commercial demolitions and some residential demolitions.</li> <li>Tree removal application if trees are being removed and/or re-located.</li> <li>Digital color photographs or color printed digital image of the property.</li> <li>Parcels on more than one (1) lot are required to submit a Unity of Title.</li> </ol> <p>Note: Plumbing permit to cap water line, cap sewer or abandon septic tank (these inspections must occur prior to issuance of demolition permit).</p>		
Required Approvals, where applicable		Required Inspections, where applicable
<ol style="list-style-type: none"> <li>Building</li> <li>Electrical</li> <li>Fire (If commercial)</li> <li>Historical</li> <li>Mechanical</li> </ol>	<ol style="list-style-type: none"> <li>Plumbing</li> <li>Structural</li> <li>Zoning</li> <li>County Env't. Resources Management</li> </ol>	<ol style="list-style-type: none"> <li>Final – Historical (if historic)</li> <li>Final – Fire</li> <li>Final – Structural</li> <li>Final – Zoning</li> </ol>

<b>Driveway Maintenance (Re-stripe, Re-asphalt, Resurface, Sealant)</b>	
1. Two (2) copies of signed and sealed current survey of the property, less than five (5) years old. (An	

<p>older survey may be accepted with a signed affidavit attesting that will were no substantive changes made to the property.)</p> <p>2. Provide two (2) site plans indicating the area of the proposed resurfacing, sealing and/or re-stripping.  <b>Note:</b> <a href="#">On-line applications accepted</a>. Clear or black sealant is exempt from permit if not being re-stripped.</p>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Zoning</li> <li>3. Historical (if historic)</li> <li>4. Public Works</li> </ol>	<ol style="list-style-type: none"> <li>1. Final – Historical (if historic)</li> <li>2. Final – Public Works</li> <li>3. Final – Zoning</li> </ol>

<b>Dumpster (Temporary Construction)</b>	
<p>No additional submittal requirements. <a href="#">On-line applications accepted</a>.  <b>Note:</b> Permits are issued to approved dumpster companies only.</p>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. None</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> </ol>

<b>Fence (Chain Link or Temporary)</b>	
<ol style="list-style-type: none"> <li>1. One (1) copy of signed and sealed current survey of the property, less than five (5) years old. (An older survey may be accepted with a signed affidavit attesting there have not been any substantive changes made to the property.)</li> <li>2. Two (2) complete site plans showing proposed location, height and linear feet of fence.  <b>Note:</b> <a href="#">On-line applications accepted</a>. Temporary fence may be wood for commercial districts.</li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Historical (if historic and chain link)</li> <li>3. Zoning</li> <li>4. Structural (if wood)</li> </ol>	<ol style="list-style-type: none"> <li>1. Final – Historical (if historic and chain link)</li> <li>2. Final – Zoning</li> <li>3. Final – Structural (if wood)</li> </ol>

<b>Flooring (Interior)</b> (Exterior Flooring See Building Type 1b)	
<ol style="list-style-type: none"> <li>1. Two (2) floor plans indicating the area of the new flooring including details and sections.</li> <li>2. Two (2) copies of sound proofing specifications.  <b>Note:</b> <a href="#">On-line applications accepted</a>. Single family homes that are not historic are exempt.</li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Fire (if commercial property)</li> <li>3. Historical (if historic)</li> </ol>	<ol style="list-style-type: none"> <li>1. In Progress</li> <li>2. Final – Fire (if commercial property)</li> <li>3. Final – Historical (if historic)</li> </ol>

<b>Garage Door</b>	
<ol style="list-style-type: none"> <li>1. Two (2) copies of the Product Approval <ol style="list-style-type: none"> <li>a. State or Miami-Dade approval letters (8 ½" X 11")</li> <li>b. Approved drawings (11" X 17")</li> <li>c. Indicate the components and fasteners on plans.</li> </ol> </li> <li>2. Two (2) copies of the site-specific wind load calculations signed and sealed by architect or engineer.</li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> </ol>	<ol style="list-style-type: none"> <li>1. Final Historical (if historic)</li> </ol>

2. Historical (if historic)	2. Final – Structural 3. Final – Zoning
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### Gutters / Downspouts

No additional submittal requirements. <a href="#">On-line applications accepted</a> . Provide linear footage and color.	
Required Approvals, where applicable	Required Inspections, where applicable
1. Historical (if historic) 2. Building	1. Final – Historical (if historic) 2. Final – Zoning

### Kitchen Cabinets / Countertops

1. Two (2) plans showing kitchen cabinet layout, elevations with dimensions and receptacle location. 2. Location plan with room layout. 3. Electrical, Mechanical, Plumbing Sub-permits, if applicable. <a href="#">Note: On-line applications accepted.</a>		
Required Approvals, where applicable		Required Inspections, where applicable
1. Building 2. Electrical 3. Fire (if commercial property) 4. Historical (if historic)	5. Mechanical 6. Plumbing 7. Zoning	1. Final – Historical (if historic) 2. Final – Zoning 3. Sub-Permit, if applicable

### Painting (Pre-Approved Two (2) Colors or Fewer)

(For non pre-approved colors or pre-approved three (3) colors or more see Type 1b Permits.)

1. Name of manufacturer, color description and color number. <a href="#">Note: On-line applications accepted.</a> List of pre-approved colors available at: <a href="http://coralgables.com/CGWeb/pre_approved_paint_colors.aspx">http://coralgables.com/CGWeb/pre_approved_paint_colors.aspx</a> .	
Required Approvals, where applicable	Required Inspections, where applicable
1. None.	1. Final – Historical (if historic) 2. Final – Zoning

### Portable Storage Unit (PODS ®)

1. Completed signed and notarized Portable Storage Unit Permit Application	
Required Approvals, where applicable	Required Inspections, where applicable
1. None	1. Final – Zoning

### Shop Drawings

**(Doors, Ironwork, Railings, Trusses, Windows, Shutters, etc., associated with a Master Permit)**

<b>DOORS / GARAGE DOORS / WINDOWS / STORE FRONTS</b>	
1. Two (2) copies of the Product Approval: (State or County approval required) <ul style="list-style-type: none"> <li>a. Approval letters (8 ½" X 11") format.</li> <li>b. Detail drawings (11" X 17") format with information on fasteners, mullions and glazing, span capacities, applicable mounting details, etc.</li> <li>c. Indicate the specific components and fasteners on plans.</li> </ul>	
2. Two (2) sets of site specific wind load calculations of the opening signed and sealed by the design engineer or architect.	
3. Approval of the project architect for compliance with the design criteria approved by the Board of Architects.	
4. Original approved project "Site" plans.	

<b>PRECAST MEMBERS</b>	
<ol style="list-style-type: none"> <li>Two (2) sets of load calculations signed and sealed by the design engineer or architect.</li> <li>Shop drawings must be approved by the project design engineer or architect prior to submittal.</li> </ol>	
<b>RAILINGS / STAIRS</b>	
<ol style="list-style-type: none"> <li>Two (2) copies of the Product Approval, if applicable. <ol style="list-style-type: none"> <li>Indicate the specific components and fasteners on plans.</li> </ol> </li> <li>Two (2) sets of load calculations signed and sealed by the design engineer or architect.</li> <li>Shop drawings must be approved by the project architect for compliance with the design criteria approved by the Board of Architects.</li> <li>Original approved project "Site" plans.</li> </ol>	
<b>SHUTTERS</b>	
<ol style="list-style-type: none"> <li>Two (2) copies of the Product Approval: (State or County approval required) <ol style="list-style-type: none"> <li>Approval letters (8 1/2" X 11") format.</li> <li>Detail drawings (11" X 17") format with information on fasteners, mullions and glazing, span capacities, applicable mounting details, etc.</li> <li>Indicate the specific components and fasteners on plans.</li> </ol> </li> <li>Two (2) sets of signed &amp; sealed "Product control approval authorization form."</li> <li>Two (2) sets of site-specific wind load calculations of the openings signed and sealed by the design engineer or architect.</li> <li>Approval of the project architect for compliance with the design criteria as approved by the Board of Architects.</li> <li>Original approved project "Site" plans.</li> </ol>	
<b>TRUSSES</b>	
<ol style="list-style-type: none"> <li>Two (2) copies of trusses shop drawings including required engineering.</li> <li>Project design engineer or architect approval on shop drawings.</li> <li>Original approved project "Site" plans.</li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>Building</li> <li>Structural (if required)</li> </ol>	<ol style="list-style-type: none"> <li>Performed on Master Permit</li> </ol>

<b>Site Preparation</b>	
<ol style="list-style-type: none"> <li>No additional submittal requirements.</li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>Building</li> <li>Historical Plan Review (if historic)</li> </ol>	<ol style="list-style-type: none"> <li>Final – Historical (if historic)</li> <li>Final – Structural</li> <li>Storm water, Erosion &amp; Sedimentation Control</li> </ol>

<b>Sub-Permits (Electrical, Mechanical, Plumbing, Fire)</b>	
<ol style="list-style-type: none"> <li>Completed signed Electrical, Mechanical, Plumbing Fee Sheet, as applicable. <i>Note: On-line applications accepted.</i></li> </ol>	
Required Approvals, where applicable	Required Inspections, where applicable
<ol style="list-style-type: none"> <li>Electrical, Mechanical, Plumbing, Fire, if applicable</li> </ol>	<ol style="list-style-type: none"> <li>Electrical, Mechanical, Plumbing, Fire if applicable</li> </ol>

<b>Tent (Temporary) over 120 sq. ft.</b>	
<ol style="list-style-type: none"> <li>Two (2) sets of signed and sealed plans including floor plans, elevations, seating arrangement, exit / entryway, and fire extinguishers.</li> </ol>	

<ol style="list-style-type: none"> <li>2. Two (2) copies of signed and sealed engineering calculations. (Tent shall be designed for 10 psf. Poles, supports and tie-downs shall be designed for 20 psf.)</li> <li>3. Specify date of the event on permit description in application.</li> <li>4. Electrical, Mechanical Sub-permits, if applicable.</li> <li>5. Pre-event Fire inspection required.</li> </ol>		
Required Approvals, where applicable		Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Electrical</li> <li>3. Fire (if commercial)</li> </ol>	<ol style="list-style-type: none"> <li>4. Historical (if historic)</li> <li>5. Structural</li> <li>6. Zoning</li> </ol>	<ol style="list-style-type: none"> <li>1. Final – Fire (if commercial)</li> </ol>

<b>Trailers (Construction)</b> <b>(For Sales Trailers, please see Type 1b Permits.)</b>		
<ol style="list-style-type: none"> <li>1. Two (2) sets of signed and sealed plans including floor plans and elevations.</li> <li>2. Two (2) copies of signed and sealed engineering calculations.</li> <li>3. Master permit required.</li> <li>4. Electrical or Mechanical Sub-permits if applicable.</li> </ol>		
Required Approvals, where applicable		Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. Building</li> <li>2. Electrical</li> <li>3. Mechanical</li> <li>4. Plumbing</li> <li>5. Historical (if historical)</li> <li>6. Structural</li> </ol>		<ol style="list-style-type: none"> <li>1. Foundation Misc.</li> <li>2. Framing Miscellaneous</li> <li>3. Anchoring/Tie Down</li> <li>4. Final – Public Works</li> <li>5. Final – Structural</li> </ol>

<b>Tree (Relocation / Removal)</b>		
<ol style="list-style-type: none"> <li>1. Completed signed and notarized Tree Removal Permit Application.</li> <li>2. One (1) sketch or site plan indicating the location of the trees to be removed or relocated.</li> </ol> <p><i>Note: On-line applications accepted.</i></p>		
Required Approvals, where applicable		Required Inspections, where applicable
<ol style="list-style-type: none"> <li>1. City Horticulturist (Public Service Division)</li> </ol>		<ol style="list-style-type: none"> <li>1. City Horticulturist (prior to permit approval)</li> </ol>