



## City of Miami Gardens Electronic Construction Document Submittal Requirements Checklist

Paperless online building permits are now possible through advances in technology and updated state statutes and licensing regulations.

Construction documents required for permitting are assembled into an application package by the contractor and fall into one of three categories.

1. **Secure Signature Required** – Drawings, calculations, and specification documents in electronic format, prepared by Florida licensed architects and/or engineer. These are required to be signed and sealed with an encrypted electronic signature.
2. **Notarized Signature Required** – Application forms and any other document required to be notarized must be submitted as a PDF document that has been signed and notarized.
3. **No Signature Required** – Product approvals, pictures and other supporting information must also be submitted as a PDF document for consistency.

The contractor/applicant shall assemble the required documents (see checklists by permit type for permit requirements) and submit through the CSS portal as follows.

1. Permit application – A paper application can be downloaded from the building department's website, completed, signatures notarized, and scanned into an electronic PDF type file.
  - a. Permit application
2. Drawings – Documents prepared by a licensed architect or engineer shall be properly signed with a digital signature. Documents shall be submitted batched by sub-sets as follow.
  - a. Civil/Site Plans
  - b. Landscape/Irrigation Plans
  - c. Architectural Plans
  - d. Structural Plans
  - e. Plumbing Plans
  - f. Mechanical Plans
  - g. Electrical Plans
  - h. Fire Sprinkler Plans
  - i. Fire Alarm Plans
  - j. DERM Approved Plans
3. Supporting Documents – Must be converted to PDFs, organized and named in a manner that clearly describes what the document is.
  - a. Structural Calculations
  - b. Energy Calculations
  - c. Product Approvals

**For corrections/resubmittals: the complete batched set of documents (all sheets) must be resubmitted with a response sheet addressing corrections.**

**(In other words, do not submit just the corrected sheets. You need to submit the entire signed & sealed batched set of documents.)**