



City of Miami Gardens Unsafe Structure Permit Checklist

Required Permitting Documents and Information:

- [Notice of Commencement \(NOC\)](#) must be recorded, submitted, and displayed prior to scheduling the first inspection for any non-mechanical project with a job value over \$5,000. It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.
- [Building Application](#) – if applicable
- [Electrical Application](#) - If applicable
- [Mechanical Application](#) - if applicable
- [Plumbing Application](#) - if applicable
- [Homeowners Association Affidavit of Awareness](#).
- Property Survey showing flood zone information and existing FFE, Elevations, and Setbacks
- Signed and sealed drawings
- [Special Inspector Form](#)
- DERM approval
- Sub Permits required.
- Shop drawings required.

Below are key items that should be included in the drawings by trade to assist in expediting the review process. This list is not all inclusive and should be discussed with the design professional.

Building

- Survey with finish floor and highest crown of road elevations.
- Construction documents with sufficient clarity to indicate the location, nature and extent of the proposed work. Show in detail that it will conform to the provisions of the current code. Digitally signed by design professional.
- Code and year to be referenced for design standards and level of alteration.

- Floor plan with overall exterior and interior dimensions.
- Typical non-bearing partition details from floor to ceiling.
- Cementitious boards and non-adsorbent surface in wet areas of bathrooms.
- Structural repair details showing all materials existing and proposed, show attachment methods for all new items, include fastener type and size along with spacing.

Electrical

- Construction documents with sufficient clarity to indicate the location, nature and extent of the proposed work. Show in detail that it will conform to the provisions of the current code. Digitally signed by design professional.
- Floor plan with overall interior dimensions.
- Electrical service and mast, service wires, conduits and grounding system notes.
- Electrical panel, breakers, service entrance and feeder to be replaced if damaged by water.
- A/C condensate and handler unit wiring notes.
- Irrigation and water heater wiring notes.
- All lights and receptacles both interior and exterior.

Mechanical

- Construction documents with sufficient clarity to indicate the location, nature and extent of the proposed work. Show in detail that it will conform to the provisions of the current code. Digitally signed by design professional.

Plumbing

- Construction documents with sufficient clarity to indicate the location, nature and extent of the proposed work. Show in detail that it will conform to the provisions of the current code. Digitally signed by design professional.