



## BUILDING DEPARTMENT PERMIT APPLICATION SUBMITTAL CHECKLIST

**DIRECTIONS:** Please review carefully. Some items may or may not be required for the scope of work you are submitting. All **RED (\*) asterisks** are required for all submittals.

- CSS Login\*** All permits are submitted electronically online. Users **must** have a valid login for the online permitting system at [www.cityofdoral.com/permitting](http://www.cityofdoral.com/permitting). Each contact, qualifier, owner, etc. should have their own CSS login. Runners, consultants, expeditors, etc. should NOT use the SAME email login address for multiple owners, addresses or projects.
- Location** If property does not have a physical address, please complete a **PZ Request for Address** with the Planning & Zoning Department via [www.cityofdoral.com/permitting](http://www.cityofdoral.com/permitting). Must have Folio # to move forward.
- All documents shall be available to upload in electronic (PDF Only) format.**
- Proof of Ownership** (e.g. Property Appraiser's Office Summary Form, Recorded Warranty Deed, etc.) Owner's information **must** match listing on Property Appraiser. Visit <https://www.miamidade.gov/Apps/PA/propertysearch/#/>.
- Business Ownership** All commercial entities signing an application shall be verified with the Florida Department of State, Division of Corporations. Signers must be authorized to sign on behalf of the organization. Visit <http://www.sunbiz.org>.
- Permit application\*** must be completely filled out with ORIGINAL or DIGITAL signatures.
- Plans, Drawings, Specifications, NOA's** One (1) set of digitally signed and sealed plans, drawings, specifications, Notices of Acceptance (NOA's), etc.  
  
**Note:** You may wish to submit batches of plans & drawings by trade or discipline. Please note that any reworks will need to be re-submitted in the same batch format. Miami-Dade County review currently requires individual files.
- HOA Authorization / Landlord Authorization** As a courtesy, we request proof of HOA Authorization or a Landlord Work Letter (Commercial Properties). For emergency work, see the **DORAL\_Affidavit for HOA or Landlord Auth Limited Work** at <https://www.cityofdoral.com/all-departments/building/forms-building/>
- Code Violations & Expired Permits** Please indicate on the permit application under job description if the work is to resolve an outstanding code violation. Outstanding permits that are in expired status must be renewed prior to the issuance of a new permit.

