



CITY OF DORAL BUILDING DEPARTMENT PERMIT APPLICATION SUBMITTAL CHECKLIST

Please take a moment and read carefully. Some items may not apply to your construction project.
This completed and signed form must accompany your building permit application.

PERMIT APPLICATION

PERMIT APPLICATION MUST BE COMPLETELY FILLED OUT WITH ORIGINAL SIGNATURES
WHEN APPLICABLE

PROOF OF OWNERSHIP, EX: APPRAISER'S OFFICE RECORDS OR RECORDED WARRANTY DEED
OWNER INFORMATION MATCHES MIAMI-DADE COUNTY PROPERTY
(VISIT [HTTP://WWW.MIAMIDADE.GOV/PROPERTYSEARCH#](http://www.miamidade.gov/propertysearch#/)/)

ALL COMMERCIAL ENTITIES MUST BE VERIFIED
VIA THE FLORIDA DEPARTMENT OF STATE, DIVISION OF CORPORATION VISIT ([WWW.SUNBIZ.ORG](http://www.sunbiz.org))
AND MUST MATCH PERMIT APPLICATION

CONTRACTOR/QUALIFIER MUST BE REGISTERED
WITH THE CITY OF DORAL BUILDING DEPARTMENT AND HAVE ALL REQUIRED LICENSES/
CERTIFICATES ACTIVE

WORKMAN'S COMPENSATION INSURANCE REQUIRED
MUST ACCOMPANY BUILDING PERMIT APPLICATION
(VISIT [HTTPS://APPS8.FLDFS.COM/PROOFOFCOVERAGE/SEARCH.ASPX](https://apps8.fldfs.com/proofofcoverage/search.aspx))

ARCHITECT/ENGINEER MUST BE REGISTERED
WITH THE CITY OF DORAL BUILDING DEPARTMENT AND HAVE ALL REQUIRED LICENSES/
CERTIFICATES ACTIVE

CODE VIOLATIONS MUST BE REPORTED
APPLICANT IS TO ADVISE CLERK OF ANY VIOLATIONS RELATED TO PROPERTY ADDRESS

ORIGINAL AUTHORIZATION LETTER FROM OWNER TO AGENT
(SIGNED AND NOTARIZED)

ORIGINAL AUTHORIZATION LETTER FROM HOMEOWNERS ASSOCIATION
(HOA LETTER) SIGNED & APPROVAL NOTED

ALL EXPIRED MUNICIPAL PERMITS MUST BE RENEWED OR IN GOOD STANDING
BEFORE A NEW APPLICATION IS SUBMITTED

SUB PERMITS
PLEASE COMPLETE AND ATTACH THE APPLICABLE TRADE FEE SHEET. PLEASE MAKE REFERENCE TO
THE MASTER PERMIT NUMBER YOU ARE ATTACHING THIS SUB PERMIT TO

PLANS / DRAWINGS

2 SETS OF PAPER DRAWINGS
MUST BE SUBMITTED FOR REVIEW

2 COPIES OF SURVEY
(IF APPLICABLE)

CONCURRENT PLAN REVIEW
REQUIRES ONE (1) CD OR DVD CONTAINING PDF FILES OF PLANS, CALCULATIONS, AND OTHER DOCUMENTS

CONCURRENT PLAN REVIEW
MUST BE ACCOMPANIED WITH A COMPLETE AFFIDAVIT OF IDENTICAL DOCUMENTS FORM

CONCURRENT PLAN REVIEW
CD OR DVD IS TO BE LABELED WITH THE JOB SITE ADDRESS AND PROJECT NAME

FLORIDA BUILDING CODE, SECTION 107, SUBMITTAL DOCUMENTS
PLANS MUST ADHERE TO THE ABOVE CODE

SCOPE OF WORK
MUST BE FULLY STATED AND DETAILED ON THE PLANS

PLANS MUST BE LEGIBLE AND DRAWN TO SCALE

PLANS SHOULD BE PREPARED WITH LETTERING OF SUFFICIENT CONTRAST
ENOUGH TO BE READABLE WHEN SCANNING

FIRE SPRINKLER AND FIRE ALARMS WITH VOIDED PAGES FROM MIAMI-DADE COUNTY ARE TO
BE REMOVED BEFORE SUBMITTAL

VOIDED PAGE IS TO BE FOLDED IN THE BOTTOM RIGHT HAND CORNER
NEW PAGE IS TO BE PLACED IN FRONT OF VOIDED PAGE PRIOR TO SUBMITTAL

NO ADVERTISING IS ALLOWED IN ANY OF THE PLANS

APPLICANT'S SIGNATURE

PRINT

DATE

PERMIT CLERK'S SIGNATURE

PRINT

DATE

For more information, clarification or questions call the Building Department main number at (305) 593-6700, visit our website at: www.cityofdoral.com, or ask to speak with a Building Representative.

This document is intended only as a guide. Specific requirements or documents may differ based upon your specific application and Building Code. The permit application and review process may be delayed if any item listed is omitted and may result in having to sign-in again with the Solution Center Representative.