

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. 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. 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 <u>completely</u> filled out with ORIGINAL or DIGITAL signatures. Plans, Drawings, Specifications, NOA's One (I) 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/alldepartments/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.

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	Contractor Registration All contractor's must be registered with the city. A valid contractor's license, liability
	insurance, business tax receipt and worker's compensation insurance or exemption are required. Visit
	https://www.cityofdoral.com/all-departments/building/contractor-registration/.
	Sub Permits Applicants are encouraged to attach ALL contacts to their master permits so that trade subs can easily
	pull their sub permits. Refer to TRADE FEE SHEETS for specific quantities and items needed to move forward.
П	Design Professional Architects and engineers should be licensed by the state of Florida and shall have a valid CSS
ш	login. Visit www.myfloridalicense.com for more information.
	Toght. Visit www.mynoriaancerise.com for more information.
\Box	Notice of Commencement Please download the Notice of Commencement form from
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	www.cityofdoral.com/building in the Forms Section. Follow instructions for filing with the Miami Dade County Clerk of Courts and provide at first inspection. Work valued in excess of \$2500 or mechanical work over \$7500 requires a
	Notice of Commencement.
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Ш	Owner/Builder Form Single-family fee simple residential properties may self-perform work in limited cases. Please
	refer to the form at www.cityofdoral.com/building for more information.
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	Notes:



Important info, forms, videos/tutorials and links can be found at www.cityofdoral.com/building. Thank you for submitting your application to the City of Doral Building Department. We look forward to being able to serve you.

City of Doral Building Department

8401 NW 53rd Terrace, 2nd Floor, Doral, FL 33166 – Tel: (305) 593-6700 – Fax: (305) 593-6614

www.cityofdoral.com/building or www.cityofdoral.com/permitting