



CITY OF HOMESTEAD DEVELOPMENT SERVICES  
790 N HOMESTEAD BLVD  
HOMESTEAD, FL 33033  
TEL. 305-224-4500  
FAX. 305-224-4539

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Checklist for

# REPAIRS AND ALTERATIONS

DEVELOPMENT SERVICES:  
Monday thru Friday 7:30 AM – 4:30 PM

- A complete **Building** permit application – Owner’s and Qualifier’s signature Notarized.
- Contractor’s License and Insurance information up-to-date.
- Owner’s signature on application or “Permit Authorization” authorizing contractor as agent.
- Owners/builder permit requires proof of ownership, per Miami-Dade County Chapter 10.
- Folio # needed
- Two (2) complete sets of plans signed and sealed by architect or engineer (if structural).
- List of repairs (be specific).
- Two (2) copies of current legal survey (for additions).
- Owner/Builder Permit Affidavit, Notice to Contractor and Permit authorization.
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

## REVIEW PROCESS

1. Zoning
2. Electrical, Plumbing, Mechanical
3. Structural Engineer
4. Building Official

**\*\*Note\*\*** All trades pull their own permits after Building Permit is issued.

Accepted by \_\_\_\_\_