



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

Checklist for

RESIDENTIAL ADDITIONS

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.
- Two (2) copies of current legal survey indicating location of addition.
- Two (2) sets of energy and heat load calculations.
- Association Letter of Approval, if applicable (Courtesy i.e.: Villages, San Remo, Keys Gate, etc.).
- Dade County Road, School and Fire Impact Fee.
- HRS approval, if on septic or DERM Allocation if increase wastewater.
- Owner/Builder Permit Affidavit, Notice to Contractor and Application for extension of electric distribution.
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

REVIEW PROCESS

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

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

Accepted by _____