



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

Checklist for

# SINGLE FAMILY RESIDENCE (NEW)

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
- Signed Owner/Builder Permit Affidavit (if owner/builder permit).
- Two (2) complete sets of plans signed and sealed by an architect or engineer.
- Two (2) copies of current legal survey.
- Two (2) sets of energy and heat load calculations.
- Assoc. Letter of Approval, if applicable (Courtesy i.e.: Villages, San Remo, Keys Gate, etc.).
- Dade County Road, Fire, and School Impact Stamp. (County)
- Flow Allocation Letter from DERM (if sewer)
- HRS (if septic)
- Engineer approved Truss shop drawings – Before Tie Bean inspection.
- Separate Permits are required for window, shutter, pool, skylight, etc.
- 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. Public Works
4. Electrical, Plumbing, Mechanical
5. Structural Engineer
6. Fire (over three floors)
7. Landscaping
8. Building Official

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

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