



TOWN OF BAY HARBOR ISLANDS
BUILDING DEPARTMENT
9665 BAY HARBOR TERRACE
BAY HARBOR ISLANDS FL 33154
PH305-993-1786 FAX 305-861-1130

Permit Application General Information

Please submit the following required information when applying for a permit:

1. Completed application with both the owner's signature as well as the qualifier's signature notarized.
2. The contractor's appropriate licenses:
 - a. local business tax receipt (occupational license) from county or municipality in which the contactors office is located.
 - b. municipal and or
 - c. state
3. Certificate of insurance issued to the Town of Bay Harbor Islands indicating Liability and Workers' Compensation coverage. If the qualifier is exempt from Workers' Compensation, a copy of the exemption must be presented.
4. Letter of authorization from the Condominium/Management Association.
5. Two sets of the following information:
 - a: Plans which meet the Florida Building Code specifications
 - b. Product Approvals (NOA)
 - c. Product Specifications
 - d. Floor plan
6. Multi-disciplined work requires submission of the sub-contractors' applications with proper license and insurance with the Master Plan/Application.
7. All work exceeding \$2500.00 in job cost must submit a recorded Notice of Commencement with the application as per Florida State Statues.
8. Please provide a copy of the contract.

* The above list includes documents which are typically required as part of the permitting process. However, **the list is not all-inclusive** and additional documents may be required on an individual review basis.

<http://www.bayharborislands-fl.gov>

<http://www.floridabuilding.org>