



TOWN OF BAY HARBOR ISLANDS  
BUILDING & ZONING DEPARTMENT  
9665 Bay Harbor Terrace

Bay Harbor Islands, Florida 33154

Telephone Number 305-993-1786

Office Hours Monday thru Friday - 8am to Noon and 1pm to 3:30pm

## **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 contractor's 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 Statutes.
8. Copy of contract, proposal, estimate or paid invoice/receipt.

\* 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.

Visit the permit portal at [www2.citizenserve.com/bhi](http://www2.citizenserve.com/bhi) to manage your Residential and Commercial construction projects. Get information on apply for your permits, track review and inspection milestones, manage your permits and more.