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 contractors 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.


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.

* 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.org

http://www.floridabuilding.org