



REPAIRS AND ALTERATIONS CHECKLIST

ALL DOCUMENTS MUST BE SENT ELECTRONICALLY TO

Permits@homesteadfl.gov

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

- 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 (if structural).
- List of repairs (be specific).
- Two (2) copies of current legal survey (for additions).
- Owner/Builder Permit Affidavit, Notice to Contractor and Permit authorization.
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

REVIEW PROCESS

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

WWW.HOMESTEADFL.GOV