



Raul Rodriguez
Building Official

CHECK LIST FOR PLAN SUBMITTAL
(Florida Building Code 2013 Edition- Effective 7/1/2015)

- Permit Application completely filled out.
- Up front fee.
- Two sets of Signed & Sealed surveys.
- Two sets of Signed & Sealed plans (no longer than 30" x 42" long).
- Two sets of complete structural calculations signed & sealed by P.E.
- Two Special Inspector letters, signed & sealed by P.E.
- All sheets of plans shall contain all information shown in Section 8-10 of the Miami Dade/Building Code requirements attached.
- Two sets of Energy Calculations.
- Detailed cost estimate of the improvements or repairs from the licensed general contractor of record or a cost estimate prepared by a licensed architect or engineer using professional construction estimation software.
- Site plan, showing all lot dimensions, existing and proposed grades, proposed structures and setbacks, occupancy type, building area breakdown, lot coverage, total area under roof, FEMA FIRM ZONE, finished floor elevation, lowest garage finished floor elevation, water service and meter, sewer lines and electric power/meter overhead or underground, and crown of road elevation at corners of property.
- Existing tree survey (for New Construction) for 3" or greater caliper trunk.
- Driveway details and specification. Attach (2) sets of Town of Cutler Bay & Apron standards and Conditions.
- Covenants required: a) Construction in Right-of-Way. b) Maintenance of Landscaping and grass in R.O.W. c) Declaration of Use.

Note: Your project may be required to file a Notice of Intent (NOI) and/or Notice of Termination (NOT) under the Florida Department of Environmental Protection's (FDEP) Generic Permit for Stormwater Discharge from Large and Small Construction Activities. Please contact FDEP or visit the following website for more information: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>. If you are required to file an NOI and NOT, please submit a copy of the NOI and a copy of your Storm Water Pollution Prevention Plan with your Town permit application.

I hereby attest that all items checked above have been incorporated in the plans, and to the best of my knowledge and belief, the plans comply with the current edition of the Florida Building Code.

Architect – of – Record

(Print Name & Lic. No.)

(Date)

(Signature)

