



**NORTH BAY VILLAGE**  
EST. 1945

## North Bay Village

1666 Kennedy Causeway, Suite 101 North Bay Village, FL 33141  
Tel: (305) 754-6740 Fax: (305) 756-7722 Website: [www.northbayvillage-fl.gov](http://www.northbayvillage-fl.gov)

### Permit Package Requirements

1. Completed and notarized permit application.
  - If more than one trade is involved, all trade permit applications must be submitted together with the master permit.
  - If the owner will be applying for the permit as an owner/builder, the "Owner-Builder Affidavit" must be submitted along with the permit application. Note: Only applicable if subject property is owner's primary residence. Not available for condominium units.
  - If the contractor does not have worker's compensation insurance, a "Workers Comp Hold Harmless" form must be submitted with the permit application.
2. Proof of ownership (Property Appraiser Printout or Deed)
  - If the owner is an entity, please provide a copy of the articles of incorporation including the list of registered/authorized agents, and a copy of a valid ID of the agent that has signed the permit application.
3. (1) set of plans (digitally signed and sealed if job value is \$25,000+)
4. Executed Construction Cost Affidavit
5. Condominium Approval Letter (if work is to be performed in a common area: windows/ doors/ shutters/ balcony)
6. Upfront processing fee of \$125.00 (minimum) to be collected at time of submittal, per application.

Please refer to the Village website for forms that might be required depending on the scope of work to be performed, Contractor Registration, Notice of Commencement, Etc.: <https://northbayvillage-fl.gov/building-department/>