



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

Permit Package Requirements

1. Completed and notarized permit application with all original signatures.
 - 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.
 - 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. Two (2) sets of plans
4. Copy of signed contract, to include the cost for all labor and materials (finishes and fixtures) for proposed work. Must also include value of any owner provided materials.
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, and Notice of

Commencement: https://www.nbvillage.com/index.asp?SEC=CE27AA87-00CD-49FF-BFF0-B026BE432A66&DE=ECB5D65C-7809-4E59-81AF-CE2ECCA926C8&Type=B_BASIC