

BAL HARBOUR

- VILLAGE -

PERMIT APPLICATION SUBMITTAL CHECKLIST

Property Address:

- Permit Application
 - Owner Info.
 - Folio Number
 - Contractor Info.
 - Architect Info.
 - Engineer Info.
 - New Application
 - Description of Work
 - Owner/Lessee Signatures notarized and original
 - Qualifier Signature notarized and original
 - Letter from Condominium approving work

- Proof of Ownership
 - Recorded Warranty Deed
 - Article of Incorporation listing managing members/officers/directors of State of Florida Annual Corporate report filed with the Division of Corporations
 - Original Power of Attorney

Note: Only managing members/officers/directors are authorized to sign permit application.

- Contractor Information
 - Liability Insurance
 - Workman's Compensation Insurance of State of Florida Exemption
 - State License
 - Certificate of Competency
 - Local Business Tax License
 - Municipal Contractor Occupational License
 - Expired Permits - No permits shall be issued if contractor has expired permits.

Note: Insurance certificates must be addressed to Village of Bal Harbour with correct address.

- Property Information
 - Violations on Property - No permits shall be issued.
 - Expired Permits on Property - No Permits shall be issued.

- Plans
 - Two Sets

- Construction contract signed by Owner and Contractor

- Hold Harmless - Electrical permits for Temporary Service for Test

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