



TOWN OF BAY HARBOR ISLANDS  
BUILDING DEPARTMENT  
9665 BAY HARBOR TERRACE  
BAY HARBOR ISLANDS FL 33154  
PH305-993-1786 FAX 305-861-1130

## Permit Application General Information

Please submit the following required information when applying for a permit:

1. Completed application with both the owner's signature as well as the qualifier's signature notarized.
2. The contractor's appropriate licenses:
  - a. local business tax receipt (occupational license) from county or municipality in which the contractor's office is located.
  - b. municipal and or
  - c. state
3. Certificate of insurance issued to the Town of Bay Harbor Islands indicating Liability and Workers' Compensation coverage. If the qualifier is exempt from Workers' Compensation, a copy of the exemption must be presented.
4. Letter of authorization from the Condominium/Management Association.
5. Two sets of the following information:
  - a: Plans which meet the Florida Building Code specifications
  - b. Product Approvals (NOA)
  - c. Product Specifications
  - d. Floor plan
6. Multi-disciplined work requires submission of the sub-contractors' applications with proper license and insurance with the Master Plan/Application.
7. All work exceeding \$2500.00 in job cost must submit a recorded Notice of Commencement with the application as per Florida State Statutes.

\* The above list includes documents which are typically required as part of the permitting process. However, the list is not all-inclusive and additional documents may be required on an individual review basis.

<http://www.bayharborislands.org>

<http://www.floridabuilding.org>