



Town of Miami Lakes Building Department
Hours of Operation: 8:00 AM – 4:00 PM, Mon-Fri

Residential Permits

Required for Submittal:

- ✓ Permit Application, signed and notarized by Owner and Contractor
- ✓ HOA Affidavit, signed and notarized
- ✓ Owner/Builder Affidavit (if applicable)
- ✓ HOA Approval Letter (if applicable)
- ✓ 2 Sets of Drawings (site plans, NOA, calculations, drawings, etc.)
- ✓ Survey – less than 1 year, signed and sealed (for additions, pools and new construction)
- ✓ Elevation Certificate signed and sealed (for substantial improvements, additions, pools, new construction)
- ✓ Miami Dade County Application for electronic submittal – **Only** New Single Family Homes and additions, must go to DERM and Impact Fees

Owner/Builder Requirements:

- ✓ Complete Owner/Builder Affidavit
- ✓ Must be Homestead Property
- ✓ Driver's License address same as job address
- ✓ New Single Family Home, a letter is required stating that the home is being built for own use and will not be selling within 2 years.
- ✓ Competency Exam based on job submitted, except; driveways, slab, pavers and fences.

Commercial Permits

Required for Submittal:

- ✓ Permit Application, signed and notarized by Owner and Contractor
- ✓ HOA Affidavit, signed and notarized
- ✓ HOA Approval Letter (if applicable)
- ✓ 2 Sets of Drawings (site plans, NOA, calculations, drawings, etc.)
- ✓ Survey – less than 1 year, signed and sealed (for additions, pools and new construction)
- ✓ Elevation Certificate signed and sealed (for substantial improvements, interior alterations, additions, pools, new construction)
- ✓ Miami Dade County Application for electronic submittal to Fire, DERM, WASD and Impact Fees