



## DEMOLITION PERMIT PROCEDURE AND REQUIREMENTS

### Submittal Requirements/Checklist:

- \_\_\_ Building Permit Application
- \_\_\_ Asbestos Assessment Report (Commercial Demolition Only)
- \_\_\_ Owner's Affidavit (contractor) or Affidavit/Hold Harmless Letter (owner-builder)
- \_\_\_ Proof of Ownership (contractor) (warranty deed, tax bill, closing statement)
- \_\_\_ Copy of Contractor's License
- \_\_\_ Certificate of Competency
- \_\_\_ Certificate of Insurance (must be valid for a minimum of 6 months)
  - \*Liability no less than \$100,000 per accident for bodily injury
  - \*\$25,000 per accident for property damage
  - \*Insurance must show name of insurer, type of policy, policy number, date of inception and expiration, type of insurance, and that no changes or cancellation of insurance shall be effective without 30 days written notice by registered certified mail.
  - \*City of North Miami MUST be an additional insured on the policy
- \_\_\_ Current signed and sealed survey (1 copy)
- \_\_\_ Survey Affidavit (required for surveys older than one year)
- \_\_\_ Demolition Plans and Specifications (2 complete sets)
- \_\_\_ Disconnect letter from all utilities FPL, Bell South, gas supplier (if not served by gas – you are still required to submit a letter from the gas company certifying that there is no gas service or connection at this address)
- \_\_\_ Chain link construction fence with green screen barrier (may be required at the discretion of the Building Official dependent on the nature and extent of the demolition)

### For Commercial Demolition:

Demolition plans must **FIRST** be submitted to the City of North Miami Department of Building and Zoning with all the requisite information. The City will stamp all plan sets and issue you a Process Number. Plans **MUST** then be taken immediately to Miami-Dade County DERM prior to any City plan review. Once plans have been reviewed and approved by DERM and re-submitted to the City, the City will begin plan review for the following disciplines:

Building  
Structural  
Electrical

Mechanical  
Engineering  
Plumbing

### IMPORTANT NOTE:

**APPLICATIONS FOR PARTIAL DEMOLITION WILL NOT BE ACCEPTED WITHOUT SIMULTANEOUS SUBMITTAL OF COMPLETE PLANS FOR REHABILITATIVE WORK.**

12340 NE 8 Avenue | North Miami | Florida | 33161 | 305.895.9820 | Fax: 305.895.9822