



Department of Planning & Zoning
Zoning Plans Processing Section
Permitting and Inspection Center
11805 SW 26 Street
Miami, FL 33175

Zoning Plans Processing Plan Review Submittal Checklist

RESIDENTIAL NEW – ADDITIONS

Property Folio Number: _____

Project Address: _____

Contact Person: _____ Phone: _____

Instructions for using this form:

1. This form gives a general list of items required for approval of a Building Permit by Zoning Plans Processing. Please be aware this is a general list; not all items apply to all projects.
2. Items have been listed under a broad category with various more specific required items listed under those categories. Please check the boxes for those general headings that apply for your project, and then check off the items you have provided.
3. Those items in **BOLD PRINT** are ABSOLUTELY REQUIRED. All other items are required if applicable as stated.

PERMIT APPLICATION TYPES:

New SFR – Townhouse – clusters – ZLL	
	Site plan and/or survey
	Floor plan
	Elevation plan
	Legal description
	Landscape plan – legend
	Zoning Legend Notes
	Landscape compliance form
	Copy of resolution – variance (if applicable)
Master Model	
	Letter of no change
Guest House:	
	Same as above
	Guest House Agreement
Additions	
	Site plan and/or survey
	Floor plan
	Elevation plan
	Legal description
	Copy of resolution – variance (if applicable)
	Association Approval (if townhouse or cluster development)
	Waiver of objection from adjacent property owners (if townhouse or cluster development)

I have reviewed the plans and materials being submitted and hereby affirm that all the items checked off on this list are accurate and have been provided.

Owner/Agent _____

Date: _____