



**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 ACCESSORY STRUCTURES

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:

FENCE (CBS wall – wood – chain link):	
<input type="checkbox"/>	Site plan and/or survey
<input type="checkbox"/>	Fence Details (including overall height)
<input type="checkbox"/>	Fence Location on site plan/survey (indicated with "X"s in ink)
<input type="checkbox"/>	Release from Water Control Section of DERM (if within canal easement)
<input type="checkbox"/>	Sunshine Network Ticket number (if encroaching a utility easement)
SWIMMING POOLS:	
<input type="checkbox"/>	Site plan and/or survey
<input type="checkbox"/>	Setbacks on site plan/survey
<input type="checkbox"/>	Release letters from all utility companies (if deck/pool encroaches into a utility easement)
DETACHED ACCESSORY BUILDINGS (shed – cabana - etc):	
<input type="checkbox"/>	Site plan and/or survey
<input type="checkbox"/>	Setbacks on site plan/survey
<input type="checkbox"/>	Floor plan
<input type="checkbox"/>	Release letters from all utility companies (if structure encroaches into a utility easement)

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:_____