



CITY OF HOMESTEAD DEVELOPMENT SERVICES  
100 CIVIC COURT  
HOMESTEAD, FL 33033  
TEL. 305-224-4500  
FAX. 305-224-4539

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## Checklist

# SINGLE FAMILY RESIDENCE

ALL DOCUMENTS MUST BE SENT  
ELECTRONICALLY TO

[permits@cityofhomestead.com](mailto:permits@cityofhomestead.com)

- Completed Permit Application – Owner’s and Qualifier’s signature Notarized.
- Contractor’s license and insurance information must be current.
- Construction plans signed, sealed and dated by design professional (architect or engineer).
- Current legal survey of property.
- Lot coverage calculations for Zoning review.
- Energy and heat load calculations.
- Miami-Dade County approvals are required.
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).
- Separate submittals are required for exterior windows and doors, railings, trusses, shutters, roofing and all other deferred submittals (portions of the design that are not submitted at the time of application. All deferred submittals must be listed on the construction documents for review by the Building Official.

## REVIEW PROCESS

1. Zoning
2. Electrical, Plumbing, Mechanical
3. Structural
4. Building Official

**\*\*Note\*\*** All trades pull their own permits after Building Permit is issued.