



TOWN OF BAY HARBOR ISLANDS
BUILDING & ZONING DEPARTMENT
1030 95 STREET, TRAILER #3
Bay Harbor Islands, Florida 33154
Telephone Number 305-993-1786
Office Hours Monday thru Friday - 8:00 am to 4:00pm

Permit Application General Information

Please submit the following required information when applying for a permit:

1. Completed application with both the owner's signature as well as the qualifier's signature notarized.
2. The contractor's appropriate licenses:
 - a. local business tax receipt (occupational license) from county or municipality in which the contactors office is located.
 - b. municipal and or
 - c. state
3. Certificate of insurance issued to the Town of Bay Harbor Islands indicating Liability and Workers' Compensation coverage. If the qualifier is exempt from Workers' Compensation, a copy of the exemption must be presented.
4. Letter of authorization from the Condominium/Management Association.
5. Two sets of the following information:
 - a. Plans which meet the Florida Building Code specifications
 - b. Product Approvals (NOA)
 - c. Product Specifications
 - d. Floor plan
6. Multi-disciplined work requires submission of the sub-contractors' applications with proper license and insurance with the Master Plan/Application.
7. All work exceeding \$2500.00 in job cost must submit a recorded Notice of Commencement with the application as per Florida State Statues.
8. Copy of contract, proposal, estimate or paid invoice/receipt.

* The above list includes documents which are typically required as part of the permitting process. However, the list is not all-inclusive and additional documents may be required on an individual review basis.

Visit the permit portal at www2.citizenserve.com/bhi to manage your Residential and Commercial construction projects. Get information on apply for your permits, track review and inspection milestones, manage your permits and more.