



INDIAN CREEK VILLAGE

9080 Bay Drive
Indian Creek Village, FL 33154

Tel. (305) 865-4121
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www.indiancreekvillagefl.gov

COPIES OF THE FOLLOWING ITEMS ARE REQUIRED AT THE TIME OF PERMIT APPLICATION SUBMITTAL:

- ✓ A signed and notarized Permit Application
- ✓ State of Florida License OR Miami-Dade County Certificate of Competency and Eligibility
- ✓ An Occupational License from the County or Municipality where your place of business is located
- ✓ Miami-Dade County Municipal Contractor's License
- ✓ Certificate of Insurance with proof of Worker's Compensation (if required) naming of Indian Creek Village as Certificate Holder
- ✓ Copy of executed contract or work order with a verified contract amount
- ✓ Miami-Dade County Product Approval on any doors, windows, shutters, skylights, and all roofing systems
- ✓ One (1) set submitted electronically via [Gov-Easy](#).
- ✓ Notice of Commencement upon permit issuance.

A NON REFUNDABLE UPFRONT FEE IN THE AMOUNT OF 1% OF THE COST OF WORK, WILL BE REQUIRED WHEN SUBMITTING PERMIT APPLICATION

If you should have any questions, please feel free to call the Village.

Note the following requirements when preparing the electronic plans for submission.

1. One PDF per trade, with valid digital signatures. One PDF for each supporting document booklet i.e., Calculations, NOA, etc.
2. Please ensure that you leave the upper-right corner of the plans blank (empty), per the below sizes:
 - 8.5 x 11 plan requires a 2x2 blank (empty) area
 - 11 x 17 plan requires a 3x3 blank (empty) area
 - 24 x 36 plan requires a 4.5 x 4.5 (empty) area
 - 30x42 plan requires a 4.5x4.5 (empty) area.
 - 36x48 plan requires a 4.5x4.5 (empty) area.

*****553.79 Permits; applications; issuance; inspections.**

After the effective date of the Florida Building Code adopted as herein provided, it shall be unlawful for any person, firm, corporation, or governmental entity to construct, erect, alter, modify, repair, or demolish any building within this state without first obtaining a permit therefor from the appropriate enforcing agency or from such persons as may, by appropriate resolution or regulation of the authorized state or local enforcing agency, be delegated authority to issue such permits, upon the payment of such reasonable fees adopted by the enforcing agency. The enforcing agency is empowered to revoke any such permit upon a determination by the agency that the construction, erection, alteration, modification, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the Florida Building Code. Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.