



Building Permit Checklist



Fence Permit

- Building permit application completed, signed, and notarized by the property owner and contractor/qualifier and sub-contractor's. (If applying as owner/ builder you must provide a completed Owner/ Builder Affidavit)
- 2 copies of original Property Survey. Copy 1 must be an unmarked copy of the original survey. Copy 2 must show where on the property the fence will be replaced.
- Miami-Dade Standard Wood Fence Detail (ONLY FOR WOODEN FENCES)
- Product Approval (NOA)
- Upload one set of drawings per specialty in one multi-page file/building sketches or plans (engineering plans MUST be digitally signed and sealed and drawings/building sketched must be signed and notarized by the contractor). For older paper applications, two sets are required. Name files by their contents for easy identification.
- Your permit application must be presented in front of the P&Z Advisory Board for pre-approval of the overall project. Once it is approved, it will move forward with the permitting process.
- The permit application then goes through our plan review process where the inspectors and/ or plan reviewer will go through the plans. Our Building Official is the final review and approval. (Comments will be sent via email and responses to comments are to be submitted by uploading responses and updated plans with corrections into the application. The building department is not allowed to insert planpages).
- Once the permit application is approved, it takes 1 – 2 business days to be invoiced then the Building Coordinator will contact the contact person to pay and pick up the permit. Payment methods accepted are, cash, checks, credit/debit card, (there is a 2.29% credit/debit card transaction fee, check are made payable to: Village of Biscayne Park). Payments are to be made in person during office hours at the Village Hall.