



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

Directions: Please review carefully. Some items may or may not be required for the scope of work you are submitting. All RED () asterisks or required for all submittals. All RED (*) asterisks are required for all submittals.

- ☐ **ACA Login*** All permits are submitted electronically online. Users must have a valid login for the online permitting system at <https://aca-prod.accela.com/keybiscayne/Default.aspx> Each contact, qualifier, owner, etc. should have their own ACA login.
Runners, consultants, expeditors, etc. should NOT use the SAME email login address for multiple owners, addresses, or projects.
- ☐ **Location** If property does not have a physical address, please complete a PZ Request for Address with the Planning & Zoning Department <https://www.miamidade.gov/Apps/PA/PropertySearch/#/>
- ☐ **All documents shall be available to upload in electronic (PDF Only) format.**
- ☐ **Proof of ownership** (e.g. Property Appraiser's Office Summary Form, Recorded Warranty Deed, etc.) Owner's information must match listing on Property Appraiser. Visit:
- ☐ **Business Ownership** All commercial entities signing an application shall be verified with the Florida Department of State, Division of Corporations. Signers must be authorized to sign on behalf of the organization. Visit: <https://dos.fl.gov/sunbiz/>
- ☐ **Permit application*** must be completely filled out with ORIGINAL or DIGITAL signatures
- ☐ **Plans, Drawings, Specifications, NOAs** One (1) set of digitally signed and sealed plans, drawings, specifications, Notices of Acceptance (NOAs), etc.

Note: You may wish to submit batches of plans & drawings by trade or discipline. Please note that any reworks will need to be re-submitted in the same batch format. Miami-Dade County review currently requires individual files.

- ☐ **HOA Authorization/Landlord Authorization** As a courtesy, we request proof of HOA Authorization.
- ☐ **Code Violations & Expired Permits** Please indicate on the permit application under job description if the work is to resolve an outstanding code violation. Outstanding permits that are in expired status must be renewed prior to the issuance of a new permit.
- ☐ **Contractor Registration** All contractors must be registered with the village. A valid contractor's license, liability insurance, business tax receipt, and worker's compensation insurance or exemption are required.
- ☐ **Sub Permits** Applicants are encouraged to attach all contacts to their mater permits so that trade subs can easily pull their sub permits
- ☐ **Design Professionals** Architects and engineers should be licensed by the state of Florida and shall have a valid ACA login
- ☐ **Notice of Commencement** Please complete the Notice of Commencement form. Follow the instructions for filing with the Miami-Dade County Clerk of Courts and provide at first inspection. Work valued in excess of \$2,500 or mechanical work over \$7,500 requires a Notice of Commencement.
- ☐ **Owner/Builder Form** Single-family fee simple residential properties may self-perform work in limited cases. Please refer to the owner-builder form for more information.