



Town of Highland Beach

Online Permit Application General Check List

*All new submittals & revisions **MUST** be submitted online using the link <https://mgoconnect.org/auth/login> to the Building Department Online Portal.

All uploads **MUST** be in PDF format.

___ Contractor/Applicant MUST be registered with the Town. Please apply for Contractor Registration on the MyGovernmentOnline portal.

___ Completed Universal Permit Application (Page 1 & 2 of the application) including: Sections 1-8 & 11
<https://highlandbeach.us/DocumentCenter/View/147/Building-Permit-Application-PDF>

___ Copy of Cost Estimate between the Applicant & the Owner signed by BOTH parties including:

- Contractors contact information: Company name, Address, Phone number & License number.
- Scope of Work
- Labor & Material Breakdown
- Total Job Value

___ All trades MUST have their own permits. Sub permits MUST be applied for separately as a child permit under the parent permit & must include:

- Sub Universal Permit Application
- Construction Site Management Handbook Acknowledgement Form (signed by JUST the sub-contractor. It does not have to be signed by the owner.)
- Plans

___ Subs that do not need permits, such as, but not limited to, framers, drywall hangers & finishers, plasterers, painters, brick and block layers, window & door installers, etc. that are not payroll employees of the permit holder **must** be registered with the Town as contractors in their trade.

___ Signed copy of the Construction Site Management Handbook Acknowledgement Form including witness signatures.
<https://highlandbeach.us/DocumentCenter/View/142/Construction-Site-Management-Handbook-PDF>

___ Asbestos & Lead Paint Notification Statement filled out.

<https://highlandbeach.us/DocumentCenter/View/150/Asbestos-and-Lead-Paint-Notification-Statement-PDF>

___ Copy of Filed & Recorded Notice of Commencement.

<https://highlandbeach.us/DocumentCenter/View/167/Notice-of-Commencement-PDF>

___ A complete set of plans in PDF format, scaled & dimensioned, Architectural drawings must be original PDFs that are electronically signed & sealed. Construction documents shall be of sufficient clarity to indicate location, nature & extent of work proposed & show in detail that it will comply with the provisions of the building codes, as determined by the Building Official. The plans will identify job address & owner on every page. **Please include soffit framing & wall section details on the plans when applicable.**

___ A layout showing windows &/or shutters to be installed if applicable. Show egress/emergency escape if applicable. Windows & doors must have a schedule with NOAs.

___ A cabinet layout, including elevation details for kitchen renovation/cabinet replacement.

___ Complete sets of product approvals if applicable, (Windows, doors, roofing etc.)

___ Information showing design wind pressure expected at location(s) on structure where windows, doors &/or shutters are to be installed. (Current ASCE)

___ A survey completed within last year for additions, pools, fences, walls, generators, new mechanical equipment, or screen enclosures that change the footprint of structures on the site, electronically signed & sealed.

*Application will not be accepted if any of the above items are missing.

The Building Department reserves the right to request additional information as needed to verify that the proposed work is code compliant.