Development Services Department
427 Biltmore Way, 1st Floor
Coral Gables, Florida 33134
Tel: 305 460 5245
Website: www.coralgables.com
Email: developmentservices@coralgables.com

CITY OF CORAL GABLES
Development Services Department
Permit Requirements

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NEW CONSTRUCTION, ADDITIONS & ALTERATIONS:

Apply for: FBC Building (Commercial)- New Construction

FBC Residential - New Construction

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide complete signed & notarized Building Permit Application. Application requires a Square Feet, Cost of Work, Description, Address, Owner's information, and Contractor's information.
- Provide Electronic Permit Drawings (**bind PDF's per Discipline**) which include complete Architectural, Structural, Landscaping (plans to include Grading, Hardscape, Irrigation, Tree Mitigation & Planting), Mechanical, Electrical, Plumbing, Life Safety (required for Commercial Projects) and any other required Discipline. Partial Exterior Elevation Drawings and/or Floor Plans will not be accepted in connection with any plans submitted for a Building Permit.
- All Permit Submittals shall have a Title Block on each page which includes the name of the Property Owner, the Job Location or Address, the Name, Address and Phone Number of the Owner, Architect, Engineer & other Disciplines/Consultants, Sheet Numbers, etc.
- Provide Electronic Preliminary Architectural Drawings which have been Approved by the Board of Architects, this is required for Permit Reviewer Information Only, Provide a Stamp on Drawings "BOA Approved Set For Reference Only".
- All New Buildings other than Single Family Residences and Duplexes Require Review by the Development Review Committee. Provide the DERC Process Number to Confirm Compliance with that Requirement and provide the Original Comments Given at DRC.
- All New Construction Related to a Conditional Use Review of a Site Plan and Approved by the City Commission is required to provide the Relevant Resolution or Ordinance Numbers and a Copy of the Approved Resolution or Ordinance that was Approved in the Permit Set.
- General information related to the Project shall be included such as Scope of Work Statement, FBC Code Edition & all other required Code References, Index of Drawings for all disciplines, Construction Types, Zoning Information & Calculations and any other relevant information.
- A Current Digitally Signed Survey of the Property, which is Less than Five (5) years old, Accurately Reflecting the Existing Conditions of the Property, including: all Improvements, Site Elevations, Square Footage, Structures, Sidewalks, Crown of Road, and Existing Trees with Three Inch or Greater Caliper Trunks within the Property and adjacent Right-of-Way or a Statement by the Land Surveyor that there are no Trees on the Property. Properties abutting a Waterway, Lake, Canal, or Bay must show Mangroves, or there are no Trees on the Property. Also Include any Overhead Electrical Lines, Power Poles, Light Poles, Septic Tank & Drainfield Location, Underground Tanks, Catch Basins, etc.

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NEW CONSTRUCTION, ADDITIONS & ALTERATIONS (CONTINUED):

- A Tree Disposition Plan, which includes a Tree Protection Plan & Detail for all Trees on the Site and in the Public Right of Way (City of Coral Gables Commission Resolution #2014-200). Tree Management
- Provide Electronic Site Plan with Existing Conditions and Proposed Work on the Right of Way for Public Works Review & Approval.
- Provide **COLOR** Photographs (NO black & white photos) in **PDF** Format to depict Existing Elements as may be required depending on the Scope of Work.
- For all **Revisions** to Master Permits "REVR", the complete Master Permit Set of Drawings must be submitted for Reviewer Reference. Provide a Stamp on Drawings "Master Permit for Reference Only".
- If you are Governed by Homeowners or Condominium Association (HOA)provide Letters or Documents indicating, they approve of the Proposed Scope of Work, Including the Floor Replacement Sound Attenuation Material.
- Provide Unity of Title as may be Required for Adjacent Lots.
- Provide Owner's Encroachment & Restrictive Covenant Agreement which is Required for Driveway/Approach(es). Please Review the Restrictive Covenant Instructions at Legal Forms and Resources.
- Provide Sewer Capacity Certification Letter Application- Submit Via the City of Coral Gable site under Public Works Permit- Sewer Allocation Letter/ Calculations/ Agreement.
- Provide Notice of Commencement Prior to the First Inspection.
- Provide Proof of Ownership as Required by Permit Type.
- New Construction which Requires Total Building/Site Demolition Requires a Separate Demolition Permit.

Required Approvals, where applicable	
○ City Architect / Board of Architect ○ Historical (if applicable) ○ Zoning ○ Building ○ Structural ○ Electrical ○ Mechanical ○ D.E.R.M./F.O.G ○ H.R.S.	○ Plumbing ○ Public Works ○ Greenspace ○ Fire (if commercial) ○ Planning (if commercial) ○ Art in Public Places (if commercial) ○ Concurrency (if commercial)

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NEW CONSTRUCTION, ADDITIONS & ALTERATIONS (CONTINUED):

Required Sub-Permits (applied after Master Permit is issued under sub-records)	
○ Electrical ○ Electrical- Power for Construction ○ Electrical- Temp for test ○ Electrical- Low voltage ○ Plumbing ○ Plumbing- Gas (if applicable) ○ Plumbing- Irrigation ○ Plumbing- Septic Tank/ Abandonment ○ Plumbing – Site Utilities (if applicable) ○ Mechanical ○ Roof	○ Shop Drawings: Roofs, Stairs, Fences, Gates, Railings, Windows, Doors, Architectural Precast, Exterior Cladding, Dryvit Cladding, Equipment Screens, Louvers/ Grilles, Scaffolding/ Shoring, Steel Joists, Structural Precast, Trusses etc. ○ Fire Alarm (if commercial) ○ Fire sprinkler (if commercial) ○ Fire Access Control (if commercial) ○ Fire BDA (if commercial) ○ Fire Suppression (if commercial) ○ Construction Staging plan- (if commercial)

Required Inspections, where applicable	
○ Zoning - Setbacks ○ Pile Log ○ Public Works - Storm water and Sedimentation ○ Building - Storm water and Sedimentation ○ Public Works- Tree Protection ○ Building - Columns/ Tie Columns/ Walls/ Poured Cells ○ Building - Foundation/Monolithic Slab ○ Building - Roof Trusses/Bracing/Connections ○ Insulation	○ Concrete Slab on Grade ○ Building - Framing/Accessibility ○ Building - Lathing/Drywall ○ Building - Tie Beam/Reinforcing ○ Threshold Inspector Log Check/ special inspector form - (if commercial) ○ Final Public Works ○ Final Historic (if applicable) ○ Final Fire (if commercial) ○ Final Zoning ○ Final Building

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ANTENNAS:

Apply for: Antennas/Telecommunications - Micro/ Small Wireless facilities

Antennas/Telecommunications – Private Property

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide - Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Electrical Permit drawings which include Site Plan and Detailed Installation Drawings, including Building Exterior Elevations drawings showing the location and size of the Antenna and whether it is visible from Public View. (a Survey cannot serve as the site plan).
- Survey (see submittal requirements on page 1).
- **COLOR** photographs in **PDF** Format (NO black & white photos allowed) as may be required.
- Electrical sub-permit.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ City Commission (if telecommunication tower) ○ Historical (if applicable) ○ Structural ○ Electrical ○ Zoning ○ Fire (if commercial) ○ Public Works (if in Right-of Way)	○ Setback ○ Foundations ○ Roof Penetration ○ Final Historical (if Applicable) ○ Final Public Works ○ Final Fire (if Commercial) ○ Final Zoning

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AWNINGS/ CANOPIES- NEW/ RE-COVER:

Apply for: FBC Building (Commercial) - Windows/Doors/Garage Doors/Shutters/Awnings/Canopy

FBC Residential - Windows/Doors/Garage Doors/Shutters/Awnings/Canopy

Zoning Commercial - Awning Recover

Zoning Residential - Awning Recover

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide - Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which includes, Site Plan with Setbacks indicated, Floor Plan & Exterior Elevations drawings (1/4" = 1' scale) for each side of the building upon which the awning/canopy will be visible. Canopy Pipe Framing Details and Engineering Calculations (if new).
- Provide a Separate Site Plan with Existing Conditions, area Coverage for Awnings and the Proposed work on the Right-of-Way for Public Works Review and Approval.
- Provide Property Owner's Encroachment & Restrictive Covenant Agreement. Please See the Restrictive Covenant Instructions at: Legal Forms and Resources
- Provide **COLOR** Photographs in **PDF** Format and indicate Where the Awning or Canopy will be located and Mounted. (NO black & white photos Allowed).
- Provide Survey (see submittal requirements on page 1).
- Provide an Electronic PDF Sample of Material and Color of the Awning/Canopy.
- If the Awning/Canopy is Encroaching into the Public Right-of-Way, a Restrictive Covenant will be Required.
- If the Awning/Canopy is to be Re-Covered, a Copy of the previously Approved Permit showing Style and Color will be Required (Copy may be Obtained from Records Division).
- Include in application the number of Awnings or Canopies Installed or Re-Covered.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ Building (if New) ○ Historical (if Applicable) ○ Public Works (if Commercial) ○ Structural (if New) ○ Zoning ○ Fire (if Commercial) ○ Electrical (if applicable) ○ Plumbing (If applicable)	○ Final Historical (if Applicable) ○ Final Building (if New) ○ Final Public Works (if Commercial) ○ Final Zoning ○ Final Fire (if Commercial) ○ Final Electrical (if applicable) ○ Final Plumbing (if applicable)

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BATHROOM/ KITCHEN/ FLOORING/ CEILINGS:

Apply for: FBC Building (Commercial) - Interior Build-Out/ Interior Alteration
FBC Residential - Interior Build-Out /Remodel

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which shall include, Site Plan/Key Plan (if Commercial), Floor Plans of Existing & Proposed Scope of Work, Specifications (as Required), Plumbing, Electrical & Mechanical Drawings (as required per the Scope of Work).
- Provide Homeowners Association (HOA) Approvals for the Scope of Work Including Flooring Sound Attenuation Approvals (if applicable). Please Note the Sound Transmission Coefficient Shall Comply with the Florida Building Code, Latest Edition.
- Plumbing Sub-Permit is required.
- Electrical Sub-Permit is required.
- Mechanical Sub-Permit if required.

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Electrical ○ Plumbing ○ Public Works ○ Mechanical ○ Structural (if applicable) ○ Historic (if Applicable) ○ Fire – (if commercial)	○ Framing ○ Drywall ○ Sound Proofing (walls & slabs) ○ Final Building ○ Final Public Works ○ Electrical rough ○ Final Electrical ○ Plumbing rough ○ Final Plumbing ○ Mechanical rough ○ Final Mechanical ○ Final Historic (if applicable) ○ Final Fire (if commercial)

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TRELLIS/ PERGOLAS:

Apply for: FBC Building (Commercial)- Screen Enclosures/Trellis

FBC Residential - Screen Enclosures/Trellis

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which includes, Site Plan with Setbacks indicated, Floor Plan & Exterior Elevations drawings (1/4" = 1' scale) for each side of the building upon which the Trellis/Pergola will be visible. Note: All Structural Components such as Straps, Bolts, Nails, etc. Must be Hidden from View.
- Provide Electronic Permit Drawings which include Structural Framing Details and Engineering Calculations & Specifications.
- Provide **COLOR** Photographs in **PDF** Format and indicate where the Trellis or Pergola will be located and mounted. (NO black & white photos Allowed).
- Provide Survey (see submittal requirements on page 1).
- Provide an Electronic PDF Sample of material and color of the Proposed Structure.
- If the Trellis/Pergola is encroaching into the public right-of-way, a restrictive covenant will be required.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architects ○ Building ○ Historical (if Applicable) ○ Public Works (if Commercial) ○ Structural ○ Zoning ○ Fire (if Commercial) ○ Electrical (if applicable) ○ Plumbing (If applicable)	○ Foundation ○ Slab ○ Final Historical (if Applicable) ○ Final Building ○ Final Public Works (if commercial) ○ Final Zoning ○ Final Plumbing (if Applicable) ○ Final Fire (if commercial) ○ Final Electrical (if applicable)

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DECKS (POOL/ SLAB/WOOD):

Apply for: FBC Building (Commercial)- Other

FBC Residential - Other

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- Provide Electronic Permit Drawings to include a Site Plan and Floor Plans (1/4" = 1' scale) accurately showing the Proposed Work (a Survey cannot serve as the site plan). Provide Zoning Information & Calculations.
- Indicate the disposition of existing trees (see page 1).
- Provide the required Drawings and Section/Details for the Deck including Calculations by an Engineer.
- Survey (see submittal requirements on page 1).
- Provide **COLOR** Photographs in **PDF** Format indicating existing conditions of all Scope of Work Items. (NO black & white photos Allowed).
- Provide PDF Images of the Material Samples in Color and/ or Specifications as may be required.
- Electric Sub-Permit may be required.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ Building ○ Electrical ○ Historical (if Applicable) ○ Plumbing ○ Public Works ○ Structural ○ Zoning ○ D.E.P.T. (HRS) (if Greenspace Removal or if Commercial) ○ Fire (if commercial)	○ Architect/Engineer – Soil Conditions Letter ○ Setback ○ Foundation ○ Pool Deck / Slab ○ Final Historical (if Applicable) ○ Final Public Works ○ Final Building ○ Final Zoning ○ Final Electrical ○ Final Plumbing ○ Final Fire (if commercial)

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PARTIAL DEMOLITION/ REMOVAL OF EXTERIOR FEATURES, LANDSCAPING, OR ACCESSORY/ AUXILIARY STRUCTURES, WITHOUT REPLACEMENT CONSTRUCTION/TOTAL DEMOLITION:

Apply for: (Partial) Interior Demolition:	FBC Building (Commercial) - Interior Build-Out/ Interior Alteration
	FBC Residential - Interior Build-Out /Remodel
(Partial) Interior & Exterior Demo:	FBC Building (Commercial)- Addition/ Exterior Renovations
	FBC Residential - Addition/ Exterior Renovations
Total Demolition:	FBC Building (Commercial) - Total Demolition
	FBC Residential – Demolition

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which include, Site Plan with Setbacks indicated, Note All Structures Above & Underground to be Demolished, Floor Plan & Exterior Elevations drawings (1/4" = 1' scale) for each side of the Existing Building.
- Proof of Ownership.
- Notarized Letter from the Owner Indicating Knowledge that All Structures are to be Demolished including Auxiliary and Accessory Structures i.e. (Docks, Pools, Driveways, Walkways, etc.).
- Provide a GAS Company Clearance Letter.
- Provide an FPL Power Disconnect Letter (For Total Demolition Projects).
- Provide Other Utility Disconnect Letter's as may be Required. (Water, Cable, Telephone, etc.).
- Notarized Letter from the Contractor indicating that All Utilities have been Notified.
- DERM Notification (if Commercial Property or Contains Asbestos).
- Obtain a "Letter of Historic Significance" from the Historical Resources Department.
- Provide a completed Tree Permit Application, Disposition Plan & Tree Protection as may be Required. Tree Removal, Relocation &/or Protection shall be per City of Coral Gables Code of Ordinances Section 82-32.
- Submit Temporary Silt Fencing, Sedimentation Control Plan, Dust Screens, Stormwater Catch Basin System Screening in the Public Right-of Way and Waterway Turbidity Curtains as may be Required.

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PARTIAL DEMOLITION/ REMOVAL OF EXTERIOR FEATURES, LANDSCAPING, OR ACCESSORY/ AUXILIARY STRUCTURES, WITHOUT REPLACEMENT CONSTRUCTION/TOTAL DEMOLITION (CONTINUED):

- Construction Staging Plan is Required for all Commercial Demolitions.
- Provide **COLOR** Photographs in **PDF** Format indicating existing conditions of all Scope of Work Items. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).
- Additional information may be required depending on the Scope of Work.

Required Approvals, where applicable	Required Inspections, where applicable	Required Sub-Permits, where applicable
○ City Architect / Board of Architect ○ Building ○ Electrical ○ Historical (if Applicable) ○ Plumbing ○ Public Works ○ Structural ○ Fire- (if commercial) ○ Zoning ○ DERM (if commercial) ○ Construction Staging (if commercial) ○ Landscaping/Greenspace	○ Final Historical (if applicable) ○ Final Public Works ○ Final Survey ○ Final Zoning ○ Final DERM (if Commercial) ○ Final Fire (if commercial) ○ Final Mechanical ○ Final Plumbing ○ Final Electrical ○ Final Fire (if commercial)	○ Electrical ○ Plumbing ○ Mechanical ○ Cap- Off (if total demo)-must be issued and finalized prior to total demo permit approval.

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DOCKS/MOORINGS/WHARVES:

Apply for: FBC Building (Commercial)- Seawalls/Bulkheads/Docks/Decks
FBC Residential - Seawalls/Bulkheads/Docks/Decks

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide-Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Completed signed and notarized Public Works Department Permit Application.
- Provide Electronic Permit Drawings which include, Site Plan, Floor Plans, Sections & Details indicating method of Installation and the Location of the Proposed Dock/Mooring/Wharf and Existing Mangroves. Plans must show Dimensions Across Waterway and must have Preliminary Approval from Miami-Dade County Department of Environmental Resources Management.
- DERM Approval Stamp is Required for Revision Re-Submittals for Public Works Approval.
- Provide C**OLOR** Photographs in **PDF** Format indicating existing conditions of all Scope of Work Items. (NO black & white photos Allowed).
- Electrical, Plumbing and Fire sub-permits may be required.
- Survey (see submittal requirements on page 1).
- If located within Cocoplum Section II, a copy of their Dock Plan.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ Building ○ Electrical (if Applicable) ○ Historical (if Applicable) ○ Plumbing (if Applicable) ○ Public Works ○ Structural ○ Zoning ○ Fire (if commercial)	○ Setback ○ Foundation ○ Final Building ○ Final Historical (if applicable) ○ Final Public Works ○ Final Zoning ○ Final Electrical (if applicable) ○ Final Plumbing (if applicable) ○ Final Fire (if commercial)

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DOORS/SKYLIGHTS/WINDOWS/STOREFRONTS:

Apply for: FBC Building (Commercial) - Windows/Doors/Garage Doors/Shutters/Awnings/Canopy
FBC Residential - Windows/Doors/Garage Doors/Shutters/Awnings/Canopy

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which include, Site Plan, Floor Plans, Roof Plan (for Skylights), Exterior Elevations (1/8" = 1' scale), and Details (3/4" = 1' scale). Provide Quantity of Doors/Skylights/Windows, Color of Frames and Glass and/or Mullions. (a Survey cannot serve as the Site Plan).
- Provide Electronic Permit copies of the Product Control Approval from the State of Florida or Miami- Dade County Notices of Acceptance (NOA'S). All Drawings included in the Product Approval must be an exact duplication of the Original Approval. Include Detail Drawing with information on Fasteners, Mullions and Glazing, Span Capacities, applicable Mounting Details, etc. Indicate Door/Skylight/Window/Mullion Sizes and Type/Color of Glass, Components and Fasteners required.
- Provide site specific Wind Load Calculations with Digital Signatures by an Architect or Engineer for the openings where the Doors/Skylights/Windows are to be installed.
- Provide HOA/Condominium Letter of Authorization, if applicable.
- Provide **COLOR** Photographs in **PDF** Format of Existing Conditions, if applicable. (NO black & white photos Allowed).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architects ○ Building ○ Historical (if applicable) ○ Structural (if commercial) ○ Public Works (if commercial) ○ Fire (if commercial)	○ Windows/Door Bucks ○ Windows/Door Anchors ○ Final Building ○ Final Historical (if applicable) ○ Final Public Works (if commercial) ○ Final Fire (if commercial)

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DRIVEWAYS/PAVERS/TILING/WALKWAYS- NEW OR CHANGE OF MATERIAL OR SHAPE:

Apply for: Zoning Commercial - Driveway/Walkway
Zoning Residential - Driveway/Walkway

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Sample of proposed material (i.e. pavers, tiles, etc.)
- Provide Electronic Permit Drawings which include Site Plan (1/4"= 1'-0")to include Paver/Driveway/Walkway Edge Sections/Details (1/2"=1'-0") **Paver Bands** and Pattern Fully Dimensioned showing Construction Details or Specification appropriate to the type of Driveway/Pavers/Tiles/Walkways. Site Plan must also indicate the location of the Septic tank & Drainfield or Sewer Line Connection Location. Asphalt Driveway plans can be 1" = 20' scale with details in 3/4" = 1' scale. (a Survey cannot serve as the Site Plan).
- Survey (see submittal requirements on page 1).
- Indicate the Disposition of Existing Trees (see page 1) and provide the Tree Protection Detail for all Trees in the Vicinity of Construction., for Details go to Tree Management
- Provide PDF Images of the Material Samples in Color, Patterns and/ or Specifications as may be required
- Provide a Minimum Setback of Eighteen (18) inches from Driveway Edge to Side Property Line.
- Indicate compliance with Visibility Triangle (Zoning Code Sec. 10-106) on the Site Plan.
- Show coordination of Driveway, Driveway Approach, and Existing Trees on Right-Of-Way.
- Properties on more than one (1) Lot are required to Submit a Unity of Title.
- Provide **COLOR** Photographs in **PDF** Format of Existing Conditions. (NO black & white photos Allowed).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ Building ○ Historical (if Applicable) ○ Plumbing ○ Public Works ○ Zoning ○ DEPT (HRS) ○ Fire (if commercial)	○ Driveway Setback ○ Sub-grade ○ Stormwater, Erosion & Sedimentation Control - Building ○ Final Historical (if Applicable) ○ Final Public Works ○ Final Zoning ○ Final Fire (if Commercial)

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CITY OF CORAL GABLES
Development Services Department
Permit Requirements

GENERATOR/LP TANK/GAS METER/DIESEL:

Apply for: Electrical Commercial – Generator
Electrical Residential – Generator

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- Provide Electronic Electrical Permit Drawings which includes, Site Plan with Setbacks indicated, Location of Existing Septic tank & Drainfield (if applicable), Ground Elevations in NGVD, proposed Location of Generator and Slab, Fuel Tank Supply Location, Electrical Riser Diagram, Load Calculations and Electrical Service Location (a Survey cannot serve as a Site Plan).
- Provide Landscape Planting/Hedges to hide the Generator from view.
- Provide Installation Drawings, Details and Manufacturer Specifications for the Generator, Transfer Switch, Slab and LP Tank.
- Electrical, Mechanical and Plumbing sub-permits may be required.
- Provide **COLOR** photographs in **PDF** Format as required to indicate Existing Surrounding Conditions if Applicable. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Miami-Dade County Environmental Resources Management (DERM) ○ Electrical ○ Public Works ○ Fire (if Commercial) ○ Historical (if Applicable) ○ Mechanical ○ Plumbing ○ Structural ○ Zoning	○ Excavation Survey ○ Setbacks ○ Electrical Rough Miscellaneous ○ Foundation ○ Final Historical (if applicable) ○ Final Building ○ Final Zoning ○ Final Electrical ○ Final Plumbing ○ Final Fire (if commercial) ○ Final Public Works ○ DERM

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CITY OF CORAL GABLES
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Permit Requirements

EXTERIOR (CBS) WALL:

Apply for: FBC Building (Commercial)- Fence/Gate/Wall/Retaining Wall
FBC Residential - Fence/Gate/Wall/Retaining Wall

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- Provide Electronic Permit Drawings which includes, Site Plan with Setbacks indicated, Floor Plan & Exterior Elevations drawings (1/4" = 1' scale) to include wall Height, Ground Elevations in NGVD, for each side of the building upon which the Wall is visible. (a survey cannot serve as a Site Plan).
- Provide Structural Drawings indicating Wall Section/Foundations, Details and Calculations by an Engineer accurately showing the proposed work. Include linear footage and height of wall.
- Electrical Sub-Permit may be required.
- Properties on more than one (1) lot are required to submit a Unity of Title.
- Provide **COLOR** photographs in **PDF** Format as required to indicate existing surrounding conditions if applicable. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ Building ○ Electrical (if applicable) ○ Historical (if applicable) ○ Plumbing ○ Structural ○ Zoning ○ Public Works ○ Fire (if commercial)	○ Architect/Engineer – Soil Conditions Letter ○ Setback ○ Foundation ○ Poured Cells ○ Columns Miscellaneous ○ Caps ○ Final Historical (if applicable) ○ Final Public Works ○ Final Building ○ Final Zoning ○ Final Electrical (if applicable) ○ Final Plumbing ○ Final Fire (if commercial)

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CITY OF CORAL GABLES
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Permit Requirements

FENCE (ALUMINUM/ CHAIN LINK):

Apply for: FBC Building (Commercial)- Fence/Gate/Wall/Retaining Wall
FBC Residential - Fence/Gate/Wall/Retaining Wall

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which includes, Site Plan with Setbacks indicated, Floor Plan & Exterior Elevations drawings (1/4" = 1' scale) to include wall Height, Ground Elevations in NGVD, for Each Side of the Building upon which the Wall/Gate/Fence is visible. Indicate locations of Gates, Pillars, etc. (a Survey cannot serve as a Site Plan).
- Gates/Fences when used for Swimming Pool Safety Barrier Must be Non-Climbable.
- Provide Structural Drawings indicating Wall Section/Foundations, Details and Calculations by an Engineer accurately showing the proposed work. Include Linear Footage and Height of Fences.
- Electrical sub-permit may be required For Lighting and/or Motorized Gates.
- For Commercial Gates Projects a Knox Box may be Required for Fire Department Access.
- Properties on more than one (1) lot are required to Submit a Unity of Title.
- Provide **COLOR** photographs in **PDF** Format as required to indicate Existing Surrounding Conditions if Applicable. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect / Board of Architect ○ Building ○ Historical (if applicable) ○ Structural ○ Zoning ○ Electrical (if applicable) ○ Fire (if commercial) ○ Plumbing ○ Public Works	○ Architect/Engineer – Soil Conditions Letter ○ Setback ○ Final Historical (if applicable) ○ Final Zoning ○ Final Fire (if commercial) ○ Final Public Works

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Permit Requirements

TEMPORARY CONSTRUCTION FENCE:

Apply for: Temporary Structures Commercial - Construction Fence/Dust Barrier
Temporary Structure - Construction Fence/Dust Barrier

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which includes a Site Plan Indicating Proposed Fences Gates & Dust Screen Location (a Survey cannot serve as a Site Plan).
- Electrical sub-permit may be required.
- Properties on more than one (1) lot are required to Submit a Unity of Title.
- Provide **COLOR** photographs in **PDF** Format as required to indicate Existing Surrounding Conditions if Applicable. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Public Works ○ Zoning ○ Fire	○ Public Works ○ Final Zoning ○ Final Fire

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Permit Requirements

PAINTING- RESIDENTIAL (EXTERIOR): Paint color review

Apply for: Zoning Residential- Painting

The submittal shall be uploaded to our City of Coral Gables Website .

- Applications must include the Manufacturer's Reference Code (e.g. Benjamin Moore, Sherwin Williams, etc.), Color Description and Color Number.
- Provide **COLOR** Photographs in **PDF** Format of Entire Building and applicable Details (NO black & white photos Allowed).
- Paint Color Sample of Selected Colors may be required.

Required Approvals, where applicable	Required Inspections, where applicable
1. City Architect/ Board of Architects 2. Historic (if applicable)	○ Final Historical (if applicable) ○ Final Zoning

PAINTING- COMMERCIAL (EXTERIOR):

Apply for: Zoning Commercial - Painting

The submittal shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Applications must include the Manufacturer's Reference Code (e.g. Benjamin Moore, Sherwin Williams, etc.), Color Description and Color Number.
- Provide **COLOR** Photographs in **PDF** Format of Entire Building and applicable Details (NO black & white photos Allowed).
- Provide Electronic Permit Drawings w/ Full Exterior Elevations indicating Specific Color Selections (may be required).
- Paint Color Sample of Selected Colors may be required. For Larger Projects, an Actual Sample Application on the Building may be required.

Required Approvals, where applicable	Required Inspections, where applicable
3. City Architect/ Board of Architects 4. Historic (if applicable)	○ Final Historical (if applicable) ○ Final Zoning

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Permit Requirements

LANDSCAPING:

Apply for: FBC Building (Commercial)- Addition/ Exterior Renovations
FBC Residential - Addition/ Exterior Renovations

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- For New Construction & as required per the Project Conditions, Landscape Plans & Arborist Reports shall be Digitally Signed by a Licensed/Registered Professional.
- Provide Electronic Permit Landscaping Drawings which includes, Site Plan with Setbacks indicated, Location of Existing Septic tank & Drainfield (if applicable), Ground Elevations in NGVD, Proposed Landscaping Layouts, including Plant List detailing the Types of Plants and/or Trees, their Size at Planting, Quantity of Plants and/or Trees in a Schedule, and/or Square Footage of Planting Areas. Indicate the Disposition of Existing Trees as applicable (see page 1). A Tree Protection Plan & Fence Detail is Required for All Existing Trees, for Details go to Tree Management (a Survey cannot serve as a Site Plan).
- Provide **COLOR** Photos in **PDF** Format of all Plant & Tree Specimens in Permit Submittal. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).
- Electrical and Plumbing Sub-Permits may be required.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Concurrency (if commercial) ○ Electrical ○ Historical (if applicable) ○ Plumbing ○ Public Works ○ Zoning ○ Greenspace ○ Fire (if commercial)	○ Stormwater, Erosion and Sedimentation Control ○ Final Historical (if Applicable) ○ Final Public Works ○ Final Greenspace ○ Final Plumbing ○ Final Zoning/Signed, Sealed Landscape Completion Form ○ Final Fire (if Commercial)

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Permit Requirements

OUTDOOR SEATING ON PRIVATE PROPERTY (AS ACCESSORY TO A RESTAURANT):

Apply for: Zoning Commercial - Outdoor Seating (Seating on Private Property)

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide-Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit drawings which include a Site Plan indicating all Existing Features within the Proposed Outdoor Dining area, Floor Plans (1/4"=1'-0") of both Outdoor & Indoor Seating (indicate the Total Number of Tables and Chairs), Exterior Elevations, Electrical & Plumbing as required by the Scope of Work.
- Manufacturer Specifications of the Proposed Furniture including Color Photographs or Illustrations. See list of Pre-Approved Furniture within the City of Coral Gables Website at Solar, Open Air Dining, and Other Permits
- Provide **COLOR** Photographs in **PDF** Format as required to indicate Existing Surrounding Conditions. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Concurrency ○ Public Works ○ Zoning ○ DERM/F.O.G. ○ Fire	○ Final Public Works ○ Final Zoning ○ Final Fire

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Permit Requirements

SIDEWALK CAFÉ IN PUBLIC RIGHT OF WAY (AS ACCESSORY TO A RESTAURANT):

Apply for: Zoning Commercial - Sidewalk Café

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit drawings which include a Site Plan indicating all Existing Features within the Proposed Open-air Dining area, Floor Plans of both Outdoor & Indoor Seating (indicate the Total Number of Tables, Chairs, Umbrellas and Total Square Footage of Open-air Dining Area).
- Provide Floor Plan of Interior Dining Area, indicate Restroom Facilities & provide Indoor & Outdoor Occupant Load for Overall Occupancy & provide Restroom Fixture Count to comply for the Total Occupancy.
- Manufacturer Specifications of the proposed Furniture including Color Photographs or Illustrations. See list of Pre-Approved Furniture within the City of Coral Gables Website at Solar, Open Air Dining, and Other Permits
- Visit Sidewalk Café Permits to download application materials and for additional requirements, including restrictive covenant, proof of insurance and pre-approved furniture.
- Provide **COLOR** photographs in **PDF** Format as required to indicate Existing Surrounding Conditions. (NO black & white photos Allowed).
- Provide a Copy of Certificate of Use.
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Historical (if Historical) ○ Fire ○ Electrical ○ Concurrency ○ Plumbing ○ Public Works ○ Zoning ○ DERM/F.O.G.	○ Final Public Works ○ Final Zoning ○ Final Building ○ Final Fire ○ Final Historical (if Historical) ○ Final Electrical ○ Final Plumbing

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Permit Requirements

LIGHT POLES/BASKETBALL POLES/FLAG POLES:

Apply for: FBC Building (Commercial)- Other
FBC Residential – Other
Repair only: Electrical Commercial – Other
Electrical Residential – Other

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which include a Site Plan, Pole & Light Fixture Specifications, Details and Calculations (Photometrics) prepared by an Electrical Engineer indicating all Existing Features which require coordination with the new Poles. (a Survey cannot serve as the Site Plan).
- Electric Sub-Permit is required for Light Poles.
- Provide **COLOR** Photographs in **PDF** Format as required to indicate Existing Surrounding Conditions. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Electrical (for light pole) ○ Historical (if applicable) ○ Structural (for light poles) ○ Zoning ○ Public Works (if in right of way)	○ Architect/Engineer – Soil Conditions Letter ○ Foundation ○ Setback ○ Final Historical (if applicable) ○ Final Public Works (if in right of way) ○ Final Building ○ Final Zoning

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RAILINGS/GUARDRAILS/IRONWORKS:

Apply for: FBC Building (Commercial)- Railings/Guardrails/Stairs
FBC Residential - Railings/Guardrails/Stairs

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which include a Site plan, Floor Plan and Exterior Elevation Drawings (1/4" = 1' scale) including Calculations, Specifications, Installation Drawings and Details for Railings/ Guardrails/Ironworks (Linear Footage, Height, Color and Type of Railing). (a Survey cannot serve as the site plan).
- Provide **COLOR** Photographs in **PDF** Format as required to indicate Existing Surrounding Conditions. (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

***NOTE**: If Ironwork or Railings/Guardrails were permitted as part of a Master Permit, and have changed in Design, the City Architect/Board of Architects will require another BOA Review for Approval. (If any changes, must apply under a Permit Revision "REVR" to the Master Permit.)

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Concurrency ○ Historical (if applicable) ○ Structural ○ Zoning ○ Fire (if commercial)	○ Final Historical (if applicable) ○ Final Building ○ Final Zoning ○ Final Fire (if commercial)

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Permit Requirements

ROOFS (NEW OR RE-ROOF):

Apply for: FBC Building (Commercial)- Roofing
FBC Residential – Roofing

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which include a Site plan, Roof Plan and Exterior Elevation drawings (1/4" = 1' scale). (a Survey cannot serve as the site plan).
- Provide **COLOR** Photographs in **PDF** Format showing Existing Roof Tile, Proposed Area of Work, and the Entire Front of the Structure. (NO black & white photos Allowed).
- Specifications of Roof Tile or Material to be installed along with the selected Color.
- For Re-Roofing provide all existing elements on the Roof such as: Skylights, Roof Hatches, Overflow Scuppers, Roof Drains, Emergency Overflow Scuppers or Drains, Existing Equipment, Roof Vents, etc.
- Provide Notice of Acceptance (NOA)/Product Approval for each Roof Component by the State of Florida or Miami-Dade County.
- Provide the High Velocity Hurricane Zone (HVHZ) Roof Permit Application Forms Sections A-E Latest Edition, Please Note Sections C & D are to be Provided based on the System being Proposed i.e. Tile, Metal, Shingle, etc. Forms are available at the link. Please Note Section B must include all pertinent information for the Roof Plan Layout.
- Provide Owner's Affidavit of Exemption Form.
- Provide Required Owners Notification for Roofing Considerations Form.
- Concrete Specifications for Lightweight Concrete, if applicable
- For New Roofs or Additions, the Coral Gables Master Permit Set of Electronic Files must be provided for Review. (no exceptions).
- Insulation Specifications as required per Building/Roof Type.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Electrical (if commercial) ○ Mechanical (if commercial) ○ Plumbing (if commercial) ○ Historical (if applicable) ○ County Environmental Resources Management (if commercial)	○ Lightweight Concrete Installation ○ Mopping ○ Uplift Test ○ Tiles or Shingles Placing ○ Tin Caps ○ Final Historical (if applicable) ○ Final Public Works ○ Final Building

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SCREEN ENCLOSURES:

Apply for: FBC Building (Commercial)- Screen Enclosures
FBC Residential - Screen Enclosures

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- Provide Electronic Permit Drawings which include a Site plan, Roof Plan and Exterior Elevation drawings (1/4" = 1' scale). (a Survey cannot serve as the site plan).
- Provide Notice of Acceptance (NOA)/Product Approval along with Structural Calculations.
- Provide **COLOR** Photographs in **PDF** Format showing Existing Roof Tile, Proposed Area of Work, and the Entire Front of the Structure. (NO black & white photos Allowed).
- Provide Existing Tree Disposition Drawings if applicable. (see page 1).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Historical (if applicable) ○ Structural ○ Zoning ○ Fire (if Commercial) ○ Electrical (if applicable)	○ Setback ○ Foundation ○ Framing ○ Final Historical (if applicable) ○ Final Building ○ Final Zoning ○ Final Fire (if commercial) ○ Final Electrical (if applicable)

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SHUTTERS/LOUVERS/SECURITY BARS/METAL DOORS:

Apply for: FBC Building (Commercial) - Windows/Doors/Garage Doors/Shutters/Awnings/Canopy
FBC Residential - Windows/Doors/Garage Doors/Shutters/Awnings/Canopy

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- Provide Electronic Floor Plans and Exterior Elevation drawings (1/4" = 1' scale), include the Number and type of Shutters, Louvers, Security Bars or Metal Doors proposed.
- Provide Electronic Notice of Acceptance (NOA)/Product Approval from the State of Florida or Miami-Dade County.
- Provide Electronic Detail Drawings with Information on Fasteners, Mullions and Glazing, Span Capacities, Applicable Mounting Details, Indicate Components and Fasteners to be used, etc. Provide Engineered Calculations Digitally Sealed as Required for Permitting.
- Provide Electronic Site-Specific Wind Load Calculations Digitally Sealed by an Engineer.
- Provide an HOA Authorization Letter along with the Shutter Product Approval (NOA) if work is in a Condominium Structure.
- Provide Electronic SHOP Drawings If Shutters were indicated as part of a Master Permit.
- Electric Sub-Permit may be required.
- Provide **COLOR** Photographs in **PDF** Format as Required to Depict Existing Conditions (NO black & white photos Allowed).

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Electrical (if applicable) ○ Historical (if applicable) ○ Zoning ○ Structural (if Commercial) ○ Fire (if commercial multi-family) ○ Public Works (if commercial)	○ Final Historical (if applicable) ○ Final Building ○ Final Zoning ○ Final Electrical (if applicable) ○ Final Fire- (if commercial multi-family) ○ Final Public Works (if commercial)

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SIGNS:

Apply for: Non- Illuminated: FBC Building (Commercial)- Signs
Illuminated: Electrical Commercial – Signs

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Plans including the Following: complete Exterior Building Elevations (Existing & w/ Proposed Signs) (1/2" = 1' scale); Site Plan showing Location of Signs; Detail Drawings including Mounting Details, Anchor Patterns, all Parts and Fasteners, Material, Color, Dimensions, Font Size & Style. Include Electrical Drawings, if Applicable. Provide Engineered Calculations Digitally Sealed for Signs on Buildings, Freestanding Signs, Blade Signs, etc. Include any other Existing Signage.
- Restrictive Covenant (for Public Right of Way installations) may be required. Please review the Restrictive Covenant Instructions at: Legal Forms and Resources.
- Provide **COLOR** Photographs in **PDF** Format as required (NO black & white photos Allowed). Submitted Photos must show the Entire Building and the Location of the Proposed Signage.
- Electric Sub-Permit may be required.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Concurrency ○ Electrical (if applicable) ○ Historical (if applicable) ○ Zoning ○ Structural ○ Public Works	○ Final Historical (if applicable) ○ Final Building ○ Final Zoning ○ Final Electrical (if applicable) ○ Final Public Works

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SOLAR PANELS/SOLAR WATER HEATERS/PHOTOVOLTAIC POWER COLLECTORS:

Apply for: Electrical Residential - Solar Panel
Commercial

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide-Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Site Plan, Roof Plan and Building Elevation Drawings, Electrical Plans, Riser Diagrams, Calculations & Equipment Specifications (1/4" = 1' scale) Indicating the Proposed Work.
- Provide Electronic Notice of Acceptance (NOA)/Product Approval from the State of Florida or Miami-Dade County.
- Include Installation Drawings, Calculations and Details of the Collectors (project specific) indicating Pipe and Conduit Diagrams.
- Provide **COLOR** Photographs in **PDF** Format as required (NO black & white photos Allowed).
- Electric sub-permit may be required.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Electrical ○ Historical (if applicable) ○ Plumbing ○ Public Works ○ Structural ○ Zoning	○ Roof Anchors ○ Final Historical (if Applicable) ○ Final Public Works ○ Final Building ○ Final Zoning ○ Final Electrical ○ Final Plumbing

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CITY OF CORAL GABLES
Development Services Department
Permit Requirements

SWIMMING POOLS/SPAS/FOUNTAINS/PONDS*:*

Apply for: Pool/Spa – Commercial
Pool/Spa – Residential

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Drawings of Site Plan (1/4" = 1' scale), Pool/Spa Plan, Sections, Details and appropriate Structural, Plumbing, Zoning and Electrical Plans with Specifications Digitally Sealed by an Engineer showing the Location of the Sewer Connection or Septic Tank & Drainfield. (a Survey cannot serve as the Site Plan). Indicate the Disposition of Existing Trees (see page 1).
- In accordance with Zoning Code Section 3-308 Subsections (E) and (F) and FBC R4501, the Swimming Pool must be Constructed with Approved Safety Barriers. Indicate location of the Protective Enclosure, Self-Locking and Self-Latching Gate(s) & Second Method of Compliance. Gates/Fences when used for Swimming Pool Safety Barrier Must be Non-climbable.
- Applicant must Provide Approved Master Permit set for Review.
- Submit Swimming Pool Safety Requirements Form located at Applications, Forms, and General Information Signed by Owner & Contractor Fully Notarized Confirming Compliance for the Requirements.
- Survey (see submittal requirements on page 1).
- Electrical & Plumbing Sub-Permits required.

Required Approvals, where applicable	Required Inspections, where applicable
○ City Architect/ Board of Architects ○ Building ○ Electrical ○ Historical (if Applicable) ○ Mechanical ○ Plumbing ○ Public Works ○ Structural ○ Zoning ○ Department of Health (if Commercial) ○ D.E.R.M.	○ Architect/Engineer – Soil Conditions Letter ○ Signed, Sealed Excavation/ Steel Survey ○ Pool Barrier ○ Stormwater, Erosion and Sedimentation Control- Building ○ Pool Deck/Slab ○ Pool Grade Beam/Piles ○ Pool Steel and Main Drain ○ Equipotential Bonding ○ Final Historical (if applicable) ○ Final Public Works ○ Final Building ○ Final Zoning ○ Final- Department of Health (if Commercial

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Development Services Department
Permit Requirements

RE-SURFACING OF SWIMMING POOLS/SPAS/FOUNTAINS/PONDS:

Apply for: Pool/Spa – Commercial
Pool/Spa – Residential

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide-Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Drawings of Site Plan (1/8" = 1' scale), Pool/Spa Plan, Sections, Details as may be required (a Survey cannot serve as the Site Plan).
- Separate Sub-Permits may be Required if Pool Equipment & Electrical Scope is Included.
- In accordance with Zoning Code Section 3-308 Subsections (E) and (F) and FBC R4501, the Swimming Pool must be Constructed with Approved Safety Barriers. Indicate location of the EXISTING Protective Enclosure, Self-Locking and Self-Latching Gate(s) & the Second Method of Compliance.
- Submit Swimming Pool Safety Requirements Form Found at Applications, Forms, and General Information Signed by Owner & Contractor Fully Notarized Confirming Compliance for the Requirements.
- Provide **COLOR** Photographs in **PDF** Format as required (NO black & white photos Allowed).
- Survey (see submittal requirements on page 1).

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Concurrency (if commercial) ○ Electrical (if required) ○ Historical (if applicable) ○ Plumbing (if required) ○ Structural (if structural work is required or if Commercial) ○ Department of Health (if Commercial)	○ Stormwater, Erosion and Sedimentation Control- Building ○ Pool Deck/Slab ○ Pool Steel Main Drain (if required) ○ Final Historical (if applicable) ○ Final Public Works ○ Final Building (if structural work is required or if commercial) ○ Final Department of Health (if Commercial)

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IRRIGATION:

Apply for: Plumbing Commercial – Irrigation
Plumbing Residential – Irrigation

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Irrigation Drawings which shall include, Site Plan, Calculations, Equipment Specifications and Pump & Meter Locations.
- Provide Location of Existing Septic tank & Drainfield (if applicable).
- A Tree Protection Plan & Fence Detail is Required for All Existing Trees. (a Survey cannot serve as a Site Plan).
- Survey (see Submittal Requirements on page 1).
- A Plumbing Sub-Permit is required for a Well/ Separate Meter.
- Electrical Sub-Permit is required.
- If on City of Coral Gables Right of Way, Apply for Public Works Permit.

Required Approvals, where applicable	Required Inspections, where applicable
○ Electrical ○ Plumbing ○ Public Works ○ Greenspace ○ Historic (if applicable)	○ Final Public Works ○ Final Electrical ○ Final Plumbing ○ Final Greenspace ○ Final Historic (if applicable)

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Permit Requirements

RE-SURFACING EXISTING PARKING LOTS:

Apply for: Zoning Commercial – Other

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide-Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Provide Electronic Permit Drawings which shall include, Existing Site Plan, Proposed Site Plan w/ Parking Stall Dimensions for all Spaces, Parking Striping Details for Standard & Accessible Spaces.
- Provide Certification of Compliance with Parking Lot Illumination Standards per Chapter 8C-3 of the Miami-Dade County Code.
- Provide Location of Existing or new Drainage Structures. New Drainage Structures shall be provided w/ Calculations as may be Required.
- A Tree Protection Plan & Fence Detail is Required for All Existing Trees. (a Survey Cannot serve as a Site Plan).
- Provide **COLOR** Photographs in **PDF** Format as required (NO black & white photos Allowed).
- Survey (see Submittal Requirements on page 1).
- Provide original issued permit number.
- A Plumbing Sub-Permit is required for New Drainage Structures.

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Electrical ○ Plumbing ○ Public Works ○ Fire (if applicable) ○ Zoning ○ Greenspace ○ D.E.R.M. (for New Drainage Structures)	○ Final Public Works ○ Final Zoning ○ Final Electrical ○ Final Building ○ Final Plumbing ○ Final Greenspace ○ Final Fire (if applicable) ○ Final D.E.R.M. (if Required)

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Permit Requirements

SHOP DRAWING SUBMITTALS:

Apply under Sub-Records in the Master Permit. Master Permit must be issued prior to applying for Shop Drawings.

The Shop Drawings Submittal be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works. Also Include any Relevant Permit Drawings which may be Required for Reference Only.

- Shop Drawings Submittal Shall Include, Site Plan, Setbacks (which may be Required), Floor Plans, Exterior Elevations, Roof Drawings, Dimensions, Calculations, Product/Equipment Specifications, Notice of Acceptance (NOA's) and Any Other Items which may be Required for Review and Approval.
- All Items Required for Permit Approval Requires a Shop Drawing Submittal Stamp of Approval Indicating the Design Professional's Approval.
- Survey (see Submittal Requirements on page 1).
- Required approvals and inspections: as applicable.

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Permit Requirements

TEMPORARY TRAILER PERMIT REQUIREMENTS:

Apply for: Temporary Structures Commercial - Construction Trailer
Temporary Structure - Construction Trailer

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Temporary trailer must be approved in the construction staging plan.
- Provide Electronic Permit Drawings which shall include, Site Plan w/ Trailer Location, Size, Existing Trees, Fences, Gates, Include all Plumbing & Electrical as required including connection locations for both.
- Provide Details/Sections for Stairs & Ramps.
- Provide Digitally Signed Structural Calculations for Tie Downs.
- A Tree Protection Plan & Fence Detail is Required for All Existing Trees. (a Survey Cannot serve as a Site Plan).
- Department of Community Affairs (DCA) Certificate for the Trailer.
- Survey (see submittal requirements on page 1).
- Plumbing, Electrical, and Mechanical Sub-Permits are required.

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Structural ○ Electrical ○ Plumbing ○ Mechanical ○ Public Works ○ Fire	○ Foundation/ Tie downs ○ Final Public Works ○ Final Electrical ○ Final Plumbing ○ Final Mechanical ○ Final Building ○ Final Fire

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Permit Requirements

SALES CENTER/TRAILER PERMIT REQUIREMENTS:

Apply for: Temporary Structures Commercial - Construction Trailer
Temporary Structure - Construction Trailer

The Permit drawings shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the Trusted Agencies for Digital Signatures, the required Permit Forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections & Re-works.

- Temporary trailer must be approved in the construction staging plan.
- Provide Electronic Permit Drawings which shall include, Site Plan w/ Trailer Location, Size, Setbacks, NGVD Elevations, Existing Trees, Fences, Gates, Proposed Landscaping, Paving w/ Parking Stall Dimensions for all Spaces, Standard Details for Parking Stripping & Accessible Spaces if On-Site Parking is Provided, Include all Plumbing & Electrical as required including connection locations for both.
- Provide Certification of Compliance with Parking Lot Illumination Standards per Chapter 8C-3 of the Miami-Dade County Code. Provide Details/Sections for Stairs & Ramps.
- Provide Digitally Signed Structural Calculations for Tie Downs.
- A Tree Protection Plan & Fence Detail is Required for All Existing Trees. A Tree Disposition Plan, which includes a Tree Protection Plan & Detail for all Trees on the Site and in the Public Right of Way (City of Coral Gables Commission Resolution #2014-200). (a Survey Cannot serve as a Site Plan). Tree Management
- Provide Location of Existing or New Drainage Structures. New Drainage Structures shall be Provided w/ Calculations as may be Required.
- Department of Community Affairs (DCA) Certificate for the Trailer.
- Survey (see submittal requirements on page 1).
- Plumbing, Electrical, and Mechanical Sub-Permits are required.

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Structural ○ Electrical ○ Plumbing ○ Mechanical ○ Public Works ○ Fire	○ Foundation/ Tie downs ○ Final Public Works ○ Final Electrical ○ Final Plumbing ○ Final Mechanical ○ Final Building ○ Final Fire

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BUILDING RECERTIFICATION:

Apply for: Building Recertification – Recertification

The submittal shall be uploaded to our City of Coral Gables Website and follow the Electronic Submittal Guide- Instructions which provide the for Digital Signatures, the required report forms, the Sheet Naming Conventions per Discipline and how to Upload Corrections.

- Miami-Dade County forms: Structural Recertification, Building Photos, Electrical Recertification, Electrical Photos, Parking lot Guardrails, Parking lot illumination form, Architect/ Engineer cover letter
- Additional files, if applicable**:** Infrared Thermography inspection (for 400 amps or grater), Site plan (required for folios with multiple buildings), Architect/Engineer letter (regarding the Building's integrity and use), Preliminary Inspection Report, Request for time extension

Required Approvals, where applicable	Required Inspections, where applicable
○ Building ○ Electrical	○ None