



# 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.**