



500 NE 87th Street
El Portal, Florida 33138

Permit Package Requirements

1. Completed and notarized permit application with all original signatures.
 - If more than one trade is involved, all trade permit applications must
 - be submitted together with the master permit.
 - If the owner will be applying for the permit as an owner/builder, the “Owner-Builder Affidavit” must be submitted along with the permit application. Note: Only applicable if subject property is owner’s primary residence.

2. Proof of ownership (Property Appraiser Printout or Deed)
 - If the owner is an entity, please provide a copy of the articles of incorporation including the list of registered/authorized agents, and a copy of a valid ID of the agent that has signed the permit application.

3. Digitally signed plans submitted in complete multi-page sets, one set per specialty, one file per document. E.g., Architectural, Structural, Electrical, Calculations, NOA

4. Executed Construction Cost Affidavit (together with application)

5. Condominium Approval Letter (if work is to be performed in a common area:
windows/ doors/ shutters/ balcony)

6. Upfront processing fee of \$125.00 (minimum) or 0.5% of job value to be collected at time of submittal, per application.

Please refer to the Village website for forms that might be required depending on the scope of work to be performed, Contractor Registration, Notice of Commencement, Etc.