

PERMIT APPLICATION REQUIREMENTS / HOW TO SUBMIT

APPLICATION REQUIREMENTS

1. Completed and notarized permit application.
 - 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.
2. Contractor's Registration
 - State Certification/ Certificate of Competency (Miami-Dade CTQB License)
 - Local Business Tax Receipt (LBTR)
 - Copy of Driver's License
 - State Registration
 - Certificate of General Liability Insurance (COI)
 - Worker's Compensation or Exemption Certificate
3. 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.
4. Set of plans
5. Upfront processing fee of \$127.86 (minimum) or 0.5% of job value to be collected at time of submittal, per application.

NOTICE:

CONTRACTORS SHOULD PROVIDE A NOTICE OF COMMENCEMENT (MUST BE RECORDED) BY FIRST INSPECTION!

HOW TO SUBMIT PERMIT APPLICATION PACKAGE

Visit our website, WWW.ELPORTALVILLAGE.COM, and apply through the CAP Portal page by clicking the Electronic Plan Submission link shown below. ↓↓↓



VILLAGE OF
EL PORTAL

Our Village ▾ Government ▾ Business ▾ I want to ▾ 🔍

CODE ENFORCEMENT & BUILDING DEPARTMENT

Code Enforcement Building Department

Hours of Operation

Monday, Tuesday, Thursday and Friday:

8:30 – 4:30 p.m.

Wednesday: 8:30 – 6:00 p.m.

Building Official: Pedro Martinez

Inspectors:

Building Inspector: Leonardo Ligouri

Electrical Inspector: Jose Dabul

Mechanical Inspector: Giuseppe Nediani

Plumbing Inspector: Victor Diaz

Roofing Inspector: Antonio Sanchez

Building Clerk: buildingclerk

@villageofelportal.org

Electronic Plan Submission

Electronic Plan Review Log in Portal ▶

View Instructions (Click for PDF)

Once submitted you will be automatically and periodically updated on the status of your electronic review process. Once approved, you will be contacted and given a permit fee to pay via credit card. After permit fee is paid, you can download your approved permit package to download.

CODE ENFORCEMENT/BUILDING
DEPT. FORMS

NEED A LIEN SEARCH?

WATER RESTRICTIONS

EL PORTAL IS DESIGNATED SOL
SMART - BRONZE