



HELPFUL BUILDING PERMIT INFORMATION FOR CONDOMINIUM ASSOCIATIONS

This information is provided to help association members and managers properly advise your residents about building permit requirements.

When are permits required?

- Work modifying and replacing a building's existing structure/layout in any way;
- Flooring;
- Any electrical work, including installation of ceiling fans;
- Replacement of an air conditioner unit;
- Installation of a water heater;
- Changing a toilet or a sink fixture;
- Kitchen Cabinets, which required the reinstallation of plumbing fixtures and/or electrical outlets or which changes the configuration of the existing kitchen;
- General maintenance and repairs exceeding \$500 in labor and materials.

Note: *Where repairs must be performed in an emergency situation, the permit application shall be submitted to the Building Division within the next business working day.*

A permit ensures the consumer that the work is being done properly and with the appropriate materials.

Licensed contractors, who are registered in the City of Aventura, are required to obtain the above cited permits.

What documentation is required?

- Complete building permit application including notarized signatures of the owner and qualifier;
- Two (2) sets of documents depicting the work to be performed. If documents are drawings, they must be drawn to scale and may be required to be signed and sealed by an architect/engineer;
- For flooring, include information on the soundproofing rating of material to be used, including documentation substantiating the soundproofing values;
- Two (2) sets of calculations and two (2) sets of Product Approvals (NOA) for windows, exterior doors, shutters and skylights;
- Letter from condominium association approving work being done.

Please contact our Building Division at 305 466 8937 if you have any questions