IAD MIAMI PRE-SUBMITTAL CHECKLIST

The most common reasons single-family, duplex & townhome permits get bounced by Miami-Dade RER. Run through this checklist before you submit.

APPROVED
PERMIT READY

01 SURVEY, ZONING & SITE PLAN

- ☐ Current boundary survey
- ☐ Setbacks, height & lot coverage/FAR confirmed against the specific zoning district — corner lots, waterfront, and non-conforming lots checked separately
- ☐ Easements, right-of-way lines & recorded plat restrictions identified and respected
- ☐ HOA architectural review or deed restriction approval obtained, if applicable

02 PRODUCT APPROVALS (NOA)

- ☐ NOA number listed for every window, exterior door, garage door & skylight — one per opening, not just a product line
- ☐ NOA numbers listed for roofing system & all components (shingles, tile, underlayment, metal panels)
- ☐ Miami-Dade County Product Control approval confirmed (not just statewide Florida approval) for every HVHZ-rated product
- ☐ Design pressure (DP) rating for each opening matches the structural wind design pressure schedule
- ☐ Impact-rated glazing or code-compliant hurricane shutters confirmed for every exterior opening — mixing types on one elevation is a common rejection

03 STRUCTURAL & HVHZ WIND

- ☐ Wind load calculations included per ASCE 7 / Florida Building Code Residential volume
- ☐ Truss layout & uplift/connector schedule sealed by the truss engineer and cross-checked against the load calculation
- ☐ Roof-to-wall and wall-to-foundation connection details reflect HVHZ design criteria
- ☐ Engineer/Architect of Record seal & signature present on every structural sheet

04 FLOOD & ELEVATION

- ☐ Base Flood Elevation (BFE) noted on civil & architectural plans and matches the current FEMA FIRM panel
- ☐ Elevation Certificate prepared if the site is in a Special Flood Hazard Area
- ☐ Substantial improvement (50% rule) valuation completed for renovations & additions — often the reason older homes trigger full flood compliance
- ☐ Lowest floor & finished-floor elevations meet Miami-Dade freeboard criteria and match survey/civil grading

05 LIFE SAFETY & EGRESS

- ☐ Smoke & carbon monoxide detectors shown in every code-required location, including inside and outside bedrooms
- ☐ Bedroom egress windows meet minimum net clear opening, sill height & window well requirements
- ☐ Stair rise/run, handrails & guardrails detailed per FBC Residential
- ☐ Pool/spa barrier, gate self-latch height & alarm details included per Florida pool safety requirements, if applicable

06 ENERGY CODE & MEP

- ☐ Florida Energy Code compliance form (Form R405 or equivalent) included and matches what's drawn
- ☐ HVAC load calculations (Manual J/S/D) attached and match the equipment actually specified
- ☐ Plumbing riser diagram, fixture count & water heater sizing shown
- ☐ Insulation values (R-values), window U-factor/SHGC & duct locations noted on plans

07 DRAWING COORDINATION

- ☐ Architectural, structural, MEP & civil sets cross-checked for matching dimensions and elevations — the #1 cause of plan-review comments
- ☐ MEP penetrations reviewed against shear walls, trusses & beams before submittal, not after
- ☐ Door/window schedule matches both the architectural plans and the NOA product list exactly, including sizes
- ☐ Site plan matches current survey and zoning setbacks

08 SUBMITTAL PACKAGE

- ☐ All sheets electronically signed & sealed by the applicable design professionals of record (architect and/or engineer)
- ☐ Digital files formatted to Miami-Dade RER ePlan submission standards
- ☐ All required application forms completed (building, zoning, Notice of Commencement, etc.)
- ☐ Permit fees calculated and Notice of Commencement recorded (required for jobs over $5,000)

For informational purposes only; not professional advice. Downloading these guides do not create an architect-client relationship with IAD Miami. Verify local codes with a licensed architect before acting. We assume no liability for use of this material.