

Standalone Driveway Permit Applicant Checklist



The following is a checklist of required items, forms, and standard details for **driveway only**.

Please note that this checklist is not intended to be all inclusive. Due to changes in code, regulations and ordinances, other requirements may apply.

[Please follow the City of Miami's Standard Naming Convention for documents and drawings.](#)

Permit Review Disciplines:

- Building
- Public Works
- Zoning

Documents Required for Upload:

- Building permit application - [PAP](#)
- Survey (less than 1 year old)
- Site plan

Information needed for driveway:

- Both survey and site plan need to show information (which must match between survey and site plan):
- Legal description
- Boundary dimensions
- Distance to Center Line
- Base Building Line (BBL) *Provided by Public Works
- All right of way conditions (e.g. trees, poles, guy wires, hydrants, curb, gutter, sidewalk, meter boxes, fences)

In addition, site plan must show:

- Proposed driveway location and configuration
- Distance from edge of driveway to side property line
- Driveway width and length
- Driveway flares with dimensions
- Visibility triangle (10' line along BBL, 10' line along driveway edge into private property, and a line connecting them)
- Copies of relevant Public Works standard details for the approach

Note: A copy of a boundary survey marked up with proposed driveway may be acceptable as a site plan. If so, it must be submitted in addition to a survey without markups.

Required Inspections:

- Inspection Division – Building
 - Setback
 - Slab reinforcement
 - Final
- Inspection Division – Public Works
 - Final
- Inspection Division – Zoning/CE
 - Final

Additional Permits Needed (to be pulled by contractor):

- Public Works sub-permit
- ROW closure permit (If required)

Nonstandard Materials: Pavers, concrete slabs with spaces in between, and stamped concrete all require covenants to make property owner responsible for maintenance instead of the City.

Criteria for Approval:

- Edge of driveway at least 5' from side property line
- Driveway width between 10' and 40'
- Slope requirements: max 2% cross slope and 5% longitudinal slope for sidewalk, max 8.3% slope for vehicular ramp

Note:

Cover sheet with disclosure Statement and scope of the work.

"This permit for windows and doors, is limited solely to authorizing that work. This permit does not legalize any portion of the structure to which the home is attached that may be depicted in the permit and is limited only to authorizing the proposed scope of work in the permit. Further, this permit may not be used as record evidence that any portion of the structure to which the windows and doors are attached was lawfully permitted notwithstanding this permit's inclusion in the City's records. No portion of the structure to which the windows and doors are attached is legalized by this permit."