



# Zoning Department

444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor  
Miami FL - 33130

## Address Change Checklist

### Checklist

If you are submitting a request for the above referenced request, the below documents and/or plans are required to be submitted to meet the Zoning Department's minimum requirements. An application will be accepted once the required documents and drawings have been uploaded.

Document Type	Required/Optional	Naming Convention	Notes/Comments
Document Index Page	Required	DOC-0	All document(s) uploaded should be listed on the Document Index Page.
<b>New Address Supporting Documents</b>			
Signed and Sealed Boundary Survey	Required	V-1	<i>Intentionally left blank</i>
Signed and Sealed Site Plan	Required	A-1	Proposed Plan needs to indicate where the primary entrance is located.
Warranty Deed	Required	PZD-1	<i>Intentionally left blank</i>
Tax Card	Optional	PZD-2	<i>Intentionally left blank</i>
<b>New Alternate Address (Residential) Supporting Documents</b>			
Signed and Sealed Site Plan	Required	A-1	Proposed Plan needs to indicate where the primary entrance is located.



# Zoning Department

444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor  
Miami FL - 33130

Document Type	Required/Optional	Naming Convention	Notes/Comments
Tax card	Optional	PZD-2	
Building Application Process Number	Optional	NA	This requirement pertains to the online application process. If the site has an associated Building Application Number, please enter that number as a part of the application being submitted.
<b>New Alternate Address (Commercial) Supporting Documents</b>			
Signed and Sealed Site Plan	Required	A-1	Proposed Plan needs to indicate where the primary entrance is located.
Building Application Process Number	Optional	NA	This requirement pertains to the online application process. If the site has an associated Building Application Number, please enter that number as a part of the application being submitted.
<b>New Alternate Address (Commercial Suite Number) Supporting Documents</b>			
Floor Plan	Required	A-2	Floor Plan needs to indicate where the primary entrance for the space is located.
Building Application Process Number	Optional	NA	This requirement pertains to the online application process. If the site has an associated Building Application Number,



# Zoning Department

444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor  
Miami FL - 33130

Document Type	Required/Optional	Naming Convention	Notes/Comments
			please enter that number as a part of the application being submitted.
<b>New Alternate Address (Apartment Unit Number) Supporting Documents</b>			
Floor Plan	Required	A-2	Floor Plan needs to indicate where the primary entrance for the space is located.
Building Application Process Number	Optional	NA	This requirement pertains to the online application process. If the site has an associated Building Application Number, please enter that number as a part of the application being submitted.
<b>Condo Unit Number Supporting Documents</b>			
Warranty Deed	Required	PZD-1	Warranty Deed needs to reflect condo unit number and Parcel ID
Miami Dade County Document reflecting condo information (folio number & unit number)	Optional	MDC-1	Provide BD number if plans have been submitted to the building department.