

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Condominium Interior Alteration - Single Unit (No Structural, No exterior facing work)

Plan Reviews

Building, Electrical, Fire, Mechanical, Plumbing

Inspections*

Notice Of Commencement, - Certificate,
Drywall/Metal Lath, Framing, Insulation Certificate,
Sound Proofing/underlayment/coating, Fire Final,
Building Final (last inspection all others must be
approved prior to scheduling).

**Not all inspections listed may be required.*

*** This permit type and checklist can ONLY be used for work
INSIDE a single condo unit. No exterior facing work, structural work
or combining of units. If exterior facing work, structural work or
combining of units is needed, please use the
Commercial/Condominium – Alteration checklists/permit.*

PROJECTS MAY REQUIRE PLANNING BOARD APPROVAL PRIOR TO BUILDING PERMIT SUBMITTAL.

For the Planning Department
Checklist, visit:

www.tinyurl.com/288e54ba

For Online Permitting Resources,
visit: www.tinyurl.com/2552jdam

Required Construction Documents for Submittal: Digitally or electronically signed and sealed drawings –
(Visit the Online Permitting Resource Center link noted above for instructions).

Construction Documents	Department Review
<input type="checkbox"/> Architectural Plans	All Departments
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Plumbing plans	Plumbing
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Fire Protection Plans	Fire
<input type="checkbox"/> Fire Alarm Plans (If applicable)	Fire, Electrical
<input type="checkbox"/> Life Safety Plans	Building, Fire

**Plans to include:*

1. Show hallways and adjacent units.
2. Provide UL listing for any demising walls.

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Smoke Control (if applicable)	Fire, Mechanical
<input type="checkbox"/> A/C exact change outs ONLY inside the unit	Mechanical