

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Commercial Chickee Huts

Plan Reviews

Building-Multiple Trades, Fire, Planning,
Environmental

Inspections*

Foundation, Framing, Fire Final, Planning Final,
Building Final (last inspection all others must be
approved prior to scheduling).

**Not all inspections listed may be required.*

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"/> Site Survey Signed & Sealed Topographic/Boundary Survey	Building-Multiple Trades, Fire, Planning
<input type="checkbox"/> Architectural Plans	Building-Multiple Trades, Fire, Planning
<input type="checkbox"/> Structural Plans (if applicable)	Structural
<input type="checkbox"/> Electrical Plans (if applicable)	Electrical
<input type="checkbox"/> Plumbing Plans (if applicable)	Plumbing
<input type="checkbox"/> Tree survey	Urban Forestry Group

** Site Plan must show setbacks, both existing and proposed structures, property lines, lot dimensions, and grade elevation as per survey. It must also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope.*

*** All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable).*

****Review of construction documents may require additional departments*

*****Plans to include:*

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Structural Calculations	Structural
<input type="checkbox"/> Special Inspector Forms	Structural
<input type="checkbox"/> Tree Disposition (if applicable)	Urban Forestry Group
<input type="checkbox"/> Tree Protection Plan (if applicable)	Urban Forestry Group
<input type="checkbox"/> Approved Tree Permit (if applicable)	Urban Forestry Group, Planning
<input type="checkbox"/> Drainage Calculations Report	Public Works
<input type="checkbox"/> Percolation Test Report	Public Works
<input type="checkbox"/> Flame spread documentation	Fire
<input type="checkbox"/> Declaration of Restrictive Covenant (if applicable)	Planning

Required Additional Agency Approval

- ☐ Miami-Dade County Approval and Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)
 - DERM Sewer Capacity Certification Letter
 - WASD Ordinance 89-95 Compliance Form and proof of payment