

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Commercial Alteration (w/ Phased)

Plan Reviews

Building Official Approval, Environmental, Fire,
Building Compliance, Planning

Inspections*

Notice of Commencement- Certificate, Private
Provider Inspection- Certificate, Threshold
Inspection-Certificate, (Foundation, Beams,
Columns, Drywall / Metal Lath, Trusses, Sheathing)
Thermal Insulation, Penetration Protection,
Preliminary Fire Safety, Elevation Certificate - Final,
Elevator Final, Fire Final, Planning Final, Public Works
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 Compliance, Planning, Fire, Public Works |
| <input type="checkbox"/> Civil Plans | Public Works |
| <input type="checkbox"/> Architectural Plans | Building Compliance, Planning, Fire, Public Works |
| <input type="checkbox"/> Structural Plans | Building Compliance |
| <input type="checkbox"/> Electrical Plans | Building Compliance |
| <input type="checkbox"/> Elevator plans | Public Works |
| <input type="checkbox"/> Mechanical Plans | Building Compliance |
| <input type="checkbox"/> Landscaping Plans | Planning |
| <input type="checkbox"/> Pool plans and/or Water Feature (as needed) | Building Compliance, Planning, Fire, Public Works |

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|--|---------------------------|
| <input type="checkbox"/> Fire Protection Plans | Fire |
| <input type="checkbox"/> Fire Alarm Plans | Fire, Building Compliance |
| <input type="checkbox"/> Life Safety Plans | Building Compliance, Fire |
| <input type="checkbox"/> Plumbing Plans | Building Compliance |
| <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*

Supporting Documents that May be Required:

| Construction Documents | Department Review |
|--|--|
| <input type="checkbox"/> Private provider required forms | Building Official |
| <input type="checkbox"/> Private Provide Plan Compliance Affidavits | Building Official |
| <input type="checkbox"/> Private provider review comments (approval of life safety drawings) | Building Official, Fire |
| <input type="checkbox"/> Declaration of Restrictive Covenant (if applicable) | Planning |
| <input type="checkbox"/> Hold Harmless Agreement (if applicable) | Building Official, City Attorney |
| <input type="checkbox"/> Smoke Control (if applicable) | Fire, Building Compliance |
| <input type="checkbox"/> Structural Calculations | Building Compliance |
| <input type="checkbox"/> Geotechnical Report | Building Compliance |
| <input type="checkbox"/> Special Inspector Forms | Building Compliance |
| <input type="checkbox"/> Product Approval with specification on installations | Fire, Building Compliance, Planning for the location |
| <input type="checkbox"/> Heating/Cooling Sizing Load Calculations | Building Compliance |
| <input type="checkbox"/> Energy Calculation Form | Building Compliance |
| <input type="checkbox"/> Flood Emergency Operations Plan | Building Compliance |
| <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 |

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|--|---------------------|
| <input type="checkbox"/> Public Works – Storm Water Utility Fee Worksheet | Public Works |
| CONTINUED | |
| <input type="checkbox"/> Fire Flow Test | Fire |
| <input type="checkbox"/> Preliminary approval from Transportation Department | Public Works |
| <input type="checkbox"/> Seawall Permit in the review stage and submitted to DERM | Building Compliance |
| <input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit | Environmental |
| <input type="checkbox"/> Electric Vehicles Parking Ordinance to be followed if parking lot/space/garage will be part of the project | Planning |
| <input type="checkbox"/> All proposed mechanical equipment and/or allowable encroachments within required yards shall be indicated on setbacks and floor elevation. Please refer to Planning & Zoning Department for additional regulations. | 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