

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Commercial Carport/Trellis/Pergola

Plan Reviews

Building-Multiple Trades, Environmental, Fire, Planning,
Public Works, Urban Forestry

Inspections*

Notice Of Commencement - Certificate,
Foundation, Slab, Columns, Beams, Framing,
Sheathing, 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, Public Works
<input type="checkbox"/> Architectural Plans	Building-Multiple Trades, Fire, Planning, Public Works
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Plumbing plans	Plumbing
<input type="checkbox"/> Mechanical Plans	Mechanical

<input type="checkbox"/> Detailed section showing the height from B.F.E. and grade when located within a required yard or setback area, or measured to highest point of structure from main roof line (if located on roof)	Planning
CONTINUED	
<input type="checkbox"/> Fire Protection Plans	Fire
<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

**** Clearance height from Ground Finish Floor (Height Minimum = 7'-0")

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
<input type="checkbox"/> Drainage Calculations Report	Public Works
<input type="checkbox"/> Percolation Test Report	Public Works
<input type="checkbox"/> Public Works – Right of Way Permit (If applicable)	Public Works
<input type="checkbox"/> Line of Sight Study of structures mounted on the roof. Structures should be in an area that screens it from view at street level.	Planning
<input type="checkbox"/> Proposed materials (type and color)	Planning
<input type="checkbox"/> Detailed dimensions of structure	Planning
<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