

MIAMI BEACH BUILDING DEPARTMENT

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

Plan Reviews

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

Inspections*

Notice Of Commencement – Certificate, Private
Provider (Pile Log Report- Certificate, Foundation,
Termite Treatment - Certificates, Slab, Under
Construction - Elevation Certificate, Floodproofing
Certificate - Under Construction, Columns, Beams,
Framing, Columns, Drywall / Metal Lath, Trusses,
Sheathing, Penetration Protection, Fire Stopping
Affidavits), Preliminary Fire Safety, Final Elevation
Certificate, Elevator Final, Fire Final, Final
Floodproofing Certificate - Final, Planning Final,
Public Works Final, Final Termite Treatment -
Certificate, Final Elevation Certificate, Building Final
(last inspection all others must be approved prior to

**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).

scheduling). *Not all inspections listed may be required.

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
CONTINUED	
<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
<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"/> DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	Planning
<input type="checkbox"/> Completed City of Miami Beach Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way	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