

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Building – Commercial Screen Enclosures

### Plan Reviews

Building-Multiple Trades, Fire, Planning, Public Works

### Inspections\*

Notice Of Commencement - Certificate,  
Foundation, Planning Final, Public Works Final, Fire  
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:

<https://tinyurl.com/288e54ba>

For Online Permitting Resources,

visit: [www.tinyurl.com/2552jdam](http://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"/> Life Safety Plans	Building, Fire

\* 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"/> Structural Calculations	Structural
<input type="checkbox"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	Planning
<input type="checkbox"/> Provide Screening total height and materials finish, if applicable	Building-Multiple Trades, Planning