MIAMIBEACH
BUILDING DEPARTMENT

Permit Checklist for Building – Commercial Shutters

Plan Reviews
Building-Multiple Trades, Fire, Planning,

Inspections*

Notice Of Commencement - Certificate, Buck / Anchors, Planning 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: **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
☐ Site Survey Signed & Sealed Topographic/Boundary Survey	Building-Multiple Trades, Fire, Planning
☐ Architectural Plans	Building-Multiple Trades, Fire, Planning
☐ Structural Plans	Structural

* 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
☐ Wind Load Calculations	Structural
☐ DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	Planning
☐ Product Approval with specification on installations	Fire, Electrical, Mechanical, Plumbing, Structural, Planning for the location
☐ Proposed materials (type and color)	Planning
☐ HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)	Permit Intake