

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Commercial Sign (Non-Illuminated)

Plan Reviews

Building-Multiple Trades, Planning, Public Works

Inspections*

Planning Final, Building Final

**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	All Departments
<input type="checkbox"/> Architectural Plans	Planning, Structural
<input type="checkbox"/> 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).*

**** Plans to include:*

- 1. Details and Dimensions of proposed sign on applicable wall elevation.*
- 2. Total square footage of sign.*
- 3. Linear square footage of the storefront must be displayed in rendering.*

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Structural Calculations	Structural
<input type="checkbox"/> Right of Way Permit (If applicable)	Public Works
<input type="checkbox"/> Copy of Business Tax Receipt (BTR)	Planning