

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Building – Residential Addition

### Plan Reviews

Building-All Trades, Environmental, Planning, Public Works, Urban Forestry Group

### Inspections\*

Notice of Commencement- Certificate, Erosion Control, Pile Log Report, Termite Treatment - Certificate, Foundation, Slab, Elevation Certificate Under Construction, Columns, Beams, Framing, Thermal Insulation- Certificate, Trusses, Sheathing, Drywall/ Metal Lath, Fire Stopping Affidavits, Planning Final, Public Works Final, Elevator, Elevation Certificate 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](http://www.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<br>Topographic/Boundary Survey | All Departments      |
| <input type="checkbox"/> Architectural Plans  | All Departments      |
| <input type="checkbox"/> Structural Plans   | Structural           |
| <input type="checkbox"/> Electrical Plans   | Electrical           |
| <input type="checkbox"/> Mechanical Plans   | Mechanical           |
| <input type="checkbox"/> Plumbing Plans   | Plumbing             |
| <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).

## Supporting Documents that May be Required:

| Construction Documents  | Department Review   |
|---|---|
| <input type="checkbox"/> Structural Calculations  | Structural  |
| <input type="checkbox"/> As-built Elevation Certificate - existing building   | Building  |
| <input type="checkbox"/> Geotechnical Report  | Structural  |
| <input type="checkbox"/> Special Inspector Forms  | Structural  |
| <input type="checkbox"/> Product Approval with specification on installations   | Fire, Electrical, Mechanical, Plumbing, Structural, Planning for the location |
| <input type="checkbox"/> Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)  | Mechanical  |
| <input type="checkbox"/> Energy Calculation Form  | Mechanical  |
| <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 Removal 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  |
| <input type="checkbox"/> All proposed mechanical equipment and/or allowable encroachments within required yards shall be indicated on setbacks and floor elevation.   | Planning  |
| <input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit   | Environmental   |
| <input type="checkbox"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans. | Planning  |
| <input type="checkbox"/> Completed City of Miami Beach Residential Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way.   | Planning  |
| <input type="checkbox"/> Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser   | Building  |
| <input type="checkbox"/> Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).  | 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