

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Building – Residential Alteration (w/ Phased)

### Plan Reviews

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

### Inspections\*

Erosion Control, Notice of Commencement-  
Certificate, Private Provider Monitoring (Pile Log  
Report, Termite Treatment -Certificate, Foundation,  
Slab, Columns, Beams, Framing, Drywall, Thermal  
Insulation- Certificate, Trusses, Sheathing, Drywall/  
Metal Lath, Fire Stopping Affidavits,) Planning Final,  
Public Works Final, Elevator Final, Elevation  
Certificate Final, Flood Proofing Certificate 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 Topographic/Boundary Survey	Building Compliance, Planning, Fire, 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 (as needed)	Building Compliance
<input type="checkbox"/> Elevator plans (as needed)	Public Works
<input type="checkbox"/> Mechanical Plans (as needed)	Building Compliance
<input type="checkbox"/> Plumbing Plans (as needed)	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"/> Declaration of Restrictive Covenant (if applicable)	Planning
<input type="checkbox"/> Hold Harmless Agreement (if applicable)	Building Official, City Attorney
<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
<input type="checkbox"/> Heating/Cooling Sizing Load Calculations	Building Compliance
<input type="checkbox"/> Energy Calculation Form	Building Compliance
<input type="checkbox"/> Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser	Building Compliance
<input type="checkbox"/> As-built Elevation Certificate - existing building	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
<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"/> 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"/> Preliminary approval from Transportation Department	Public Works

<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit	Environmental
<b>CONTINUED .....</b>	
<input type="checkbox"/> Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).	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