

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Building – Residential Driveway/Approach

Plan Reviews

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

Inspections*

Notice Of Commencement - Certificate,
Foundation, Planning Final, Public Works 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
<input type="checkbox"/> Site Survey Signed & Sealed Topographic/Boundary Survey	Building-Multiple Trades, Planning, Public Works
<input type="checkbox"/> Architectural Plans	Building-Multiple Trades, Planning, Public Works
<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"/> 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 – Right of Way Permit (if applicable)	Public Works
<input type="checkbox"/> Paving Details	Building-Multiple Trades, Planning
<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit (if applicable)	Environmental
<input type="checkbox"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	Planning