

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Building – Special Event Review Tents

### Plan Reviews

Building-Multiple Trades, Fire

### Inspections\*

Fire Final, Building Final

\* *Special inspector report must be provided prior to the event.*

**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-Multiple Trades, Fire
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Life Safety Plans	Building, Fire

\* *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"/> Structural Calculations	Structural
<input type="checkbox"/> Special Inspector Forms	Structural