

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Fire - Occupant Load

Plan Reviews  
Fire, Planning

Inspections\*

On-Site Verification and Measurement

**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"/> Life Safety Plans	Fire
<input type="checkbox"/> Proposed Floor Plan	Fire

\* Life Safety Plans to include scaled drawings showing complete furniture layout and proposed occupant loads and egress capacities, per the Florida Fire Prevention Code

\*\* Proposed floor plan to include address, business name and type of business

### Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> DRB, HPB, BOA, AND PLANNING BOARD recorded order (if applicable) scanned into plans after cover sheet.	Planning
<input type="checkbox"/> Projected occupant load count	Fire