

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Pool – Residential Alteration

Plan Reviews

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

Inspections*

Notice of Commencement- Certificate, Special
Inspection-Piles, Foundation, Planning 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, Environmental, Planning, Public Works, Urban Forestry Group
<input type="checkbox"/> Architectural Plans	Building-Multiple Trades, Environmental, Planning, Public Works, Urban Forestry Group
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Landscaping Plans	Planning
<input type="checkbox"/> Pool plans and/or Water Feature (as needed)	Building-Multiple Trades, Environmental, Planning, Public Works, Urban Forestry
<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).

***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
<input type="checkbox"/> Geotechnical Report	Structural
<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"/> Construction Site Sediment and Erosion Control Affidavit	Environmental

Required Additional Agency Approval

- ☐ Miami-Dade County Approval and Documents to include:
 - Drainage Dewatering Permit from DERM (if applicable)