

MIAMI BEACH

Q & A from the Building Department Innovations' webinar (May 12, 2020)

Peter Chevalier (to Everyone): 2:42 PM:

Q: May I maintain only a digital job copy now at the job site for the inspectors to reference?

A: The approved set **must** be printed and available on site.

Belkis Mirabal (to Everyone): 2:42 PM:

Q: Will the 40-year recertification for Associations be extended by X number of months?

A: Currently, we have extended them for 2 months.

Yirlandy Rodriguez (to Everyone): 2:42 PM:

Q: Final inspections for condominium work completed such as waterproofing, how do we finalize the inspections?

A: You must request your final inspection in CSS. This has not changed.

Karen lamy (to Everyone): 2:43 PM:

Q: Will additional permit types be available to apply via CSS? For example, windows and doors, demolition, shop drawings?

A: Yes, eventually. For now, if you do not see the permit type you need, please use the general Building Online Application type on CSS and you will receive a process number for the permit type you need within 1-2 days.

Ana Corpora (to Everyone): 2:45 PM:

Q: Up to when can we email applications through BPI to create a process number?

A: If the permit type you need to apply for is not specifically listed on CSS, then use the general Building Online Application type on CSS and you will receive a process number for the permit type you need in 1-2 days.

Karen lamy (to Everyone): 2:45 PM:

Q: Also, is there a quicker way to process invoices? For example - since

MIAMI BEACH

revisions are feed by number of pages, can there be an option where we select the number of pages?

A: We can investigate this to see if the system can do it.

Debby (to Everyone): 2:46 PM:

Q: Just to clarify: To apply for the application # in EnerGov, once the fee is paid and we receive the permit number, then everything is to be submitted to CSS including the paper permit application?

A: For the general "blank" Building Online Application, you pay the \$50 fee and only upload/attach the signed and notarized permit application. Once you receive your actual permit # and pay the 20% upfront fees, then you can upload plans and supporting documents to the permit.

Maureen Norton (to Everyone): 2:47 PM:

Q: Given that hurricane season is beginning soon, is any of this process subject to change in the event of a storm?

A: No, we will continue to accept digital submissions. A storm may close the Department but should not change the process.

Carlos Mesa (to Everyone): 2:48 PM:

Q: Can an EC "Electrical Certified" contractor sign small jobs drawings using Global Sign as engineers do in lieu of having the physically signing/notarizing and scanning to upload plans in your portal?

A: Yes, an electrical contractor may obtain a digital seal.

Alejandro Lewi (to Everyone): 2:49 PM:

Q: When is this going to be operational? Can I start uploading projects for review? And to be sure, if everything is loaded correctly, in 15 days we have a refund or comments?

A: This is currently operating. The appointment system is still pending, all other features are available. In 15 working days you should have comments. Not sure why you ask about a refund.

MIAMI BEACH

Nicole Tarlow (to Everyone): 2:52 PM:

Q: How do you do a digital notarization?

A: Please refer to the information posted on our website at:

www.miamibeachfl.gov/onlinepermits

Victor Rodriguez (to Everyone): 2:53 PM:

Q: Are the plans examiner available on the phone for questions or clarifications; or at least having them responding emails within 24-48 hours?

A: Yes, the plan reviewers should all be available via email and phone. Their contact information is printed at the end of their comments.

JCD (to Everyone): 2:53 PM:

Q: You mentioned that applications need to be electronically notarized, if I have a notary in office, can I print and notarize the application and then scan to upload?

A: Yes, you may print and physically notarize the application at this time. As we move to a more digital process, the physical notary may start to phase out.

Claudette (to Everyone): 2:55 PM:

Q: What about something that was already taken to DERM before the closures and now we are addressing the comments?

A: If the submission to DERM was through CMB, then the process will be the same. Upload the corrections to DERM; If there are many new sheets required, then upload the entire set. For old paper plans you will need to upload all the drawings.

Castellanos Design Studio (to Everyone): 2:56 PM:

Q: Do all sheets on a 40-year recertification need to be signed & sealed or just the cover sheet?

A: All sheets; however, when it is a multi-page.pdf, the seal is seen on the first sheet only.