

## Before you start:

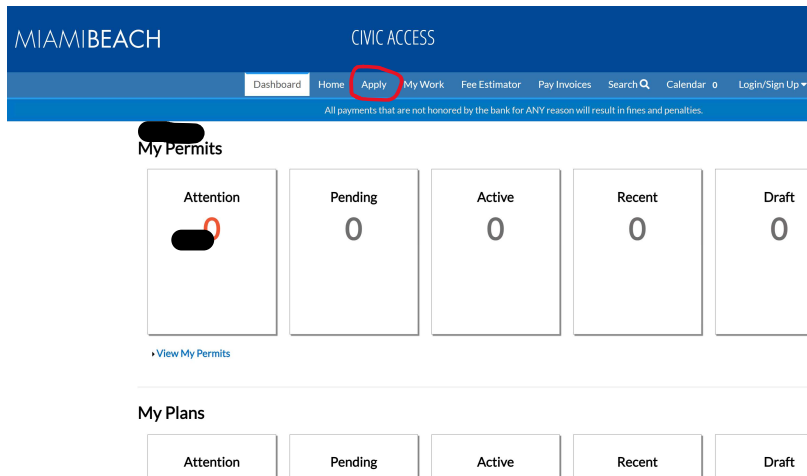
You must have a Civic Access account. For instructions to create an account, please visit our Online Permitting Resource Center and click “**Create a Civic Access Account**” to download:

<https://www.miamibeachfl.gov/city-hall/building/onlinepermits/>

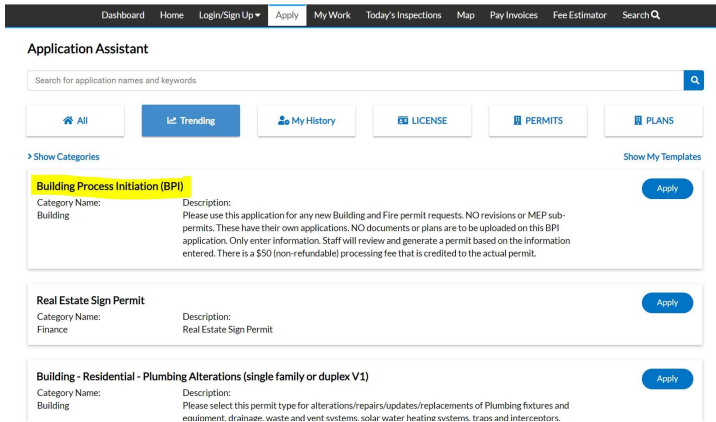
- You will need to have a signed and notarized permit application and cost affidavit prior to applying online. Permit applications may be downloaded via our Forms page: <https://www.miamibeachfl.gov/city-hall/building/forms/>
- The licensed contractor must be registered with the City, prior to applying. Please visit our Contractor License & Insurance page to view requirements prior to applying. <https://www.miamibeachfl.gov/city-hall/building/contractors/>

The City’s permit application portal webpage address is [www.mbselfservice.com](http://www.mbselfservice.com)

1. Login to the Civic Access portal
2. Click Apply.



3. Select the desired permit type and click **Apply**. If you are unsure, or if you cannot find your permit type, select **Building Process Initiation (BPI)** and click **Apply**. You may search for application name or keywords in the search bar. You can also browse through Building Department applications by clicking on Show Categories and referring to the categories with “Building” in the name.



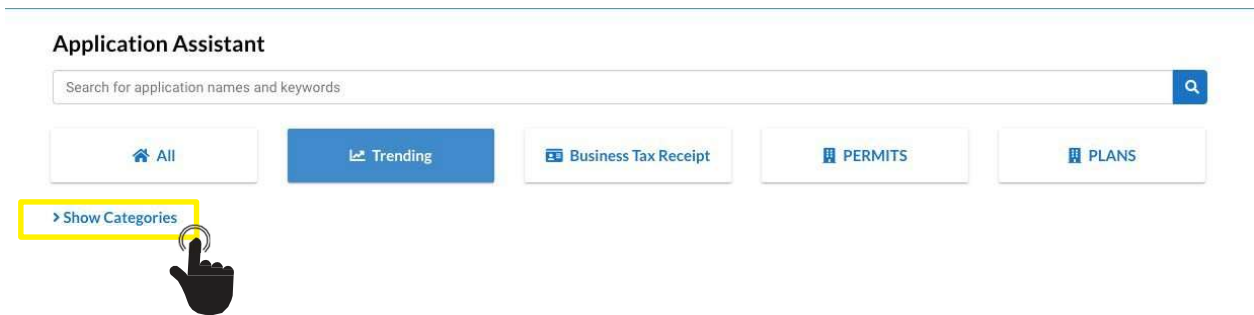
**Note:** An issued master/primary permit is required prior to applying for sub-permits.

There are multiple ways to find the permit type to be applied for:

- a. **Search by keywords.** For example, type in Mechanical in the search's field.

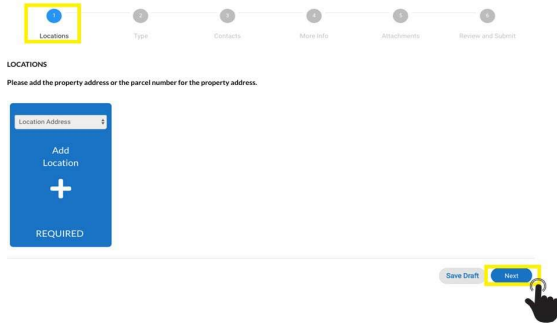


- b. Search by category.

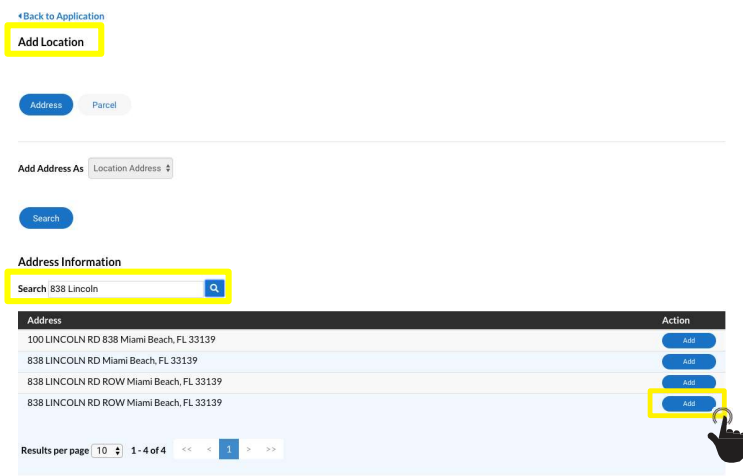


- c. Or browse all within the **“PERMITS”** category with **“Building”** in the name.

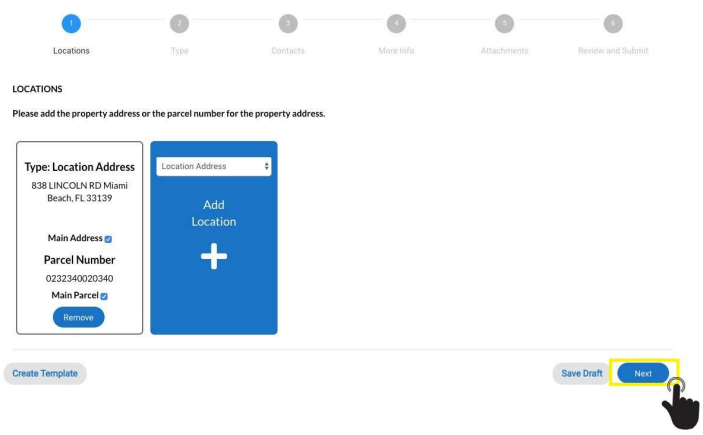
4. The first step in the application is entering the **“Location Address”**. Click on the plus sign to add an address.



5. In the Search Address box, enter any part of the desired address. The more information provided, the narrower the search. The less information entered, the broader the search. Once you have typed in your address, click on “Add”.



6. Click on “Next”.



- Enter a complete description of the work to be done, square footage of work area (not all permit types will require this), and the job value. Required fields are noted with a red asterisk \*.

Apply for Permit - Building Online Application (BOA) \*REQUIRED

Progress: 1 Locations, 2 **Type**, 3 Contacts, 4 More info, 5 Attachments, 6 Review and Submit

**PERMIT DETAILS**

Please provide a thorough description of the work to be done in the "Description" box. Job value amount must be greater than the minimum job value of \$60 for alterations and \$110 for new construction.

\* **Permit Type**: Building Online Application (BOA)

\* **Description**: Interior alteration includes removal of partitions and closets in the master bedroom.

**Square Feet**: 200

\* **Valuation**: 3500

Buttons: Back, Create Template, Save Draft, **Next** (highlighted with hand cursor)

- Add contacts (owner, architect, engineer, contractor, plan expeditor, and all contacts the applicant will allow access to the account). The person logged in and applying for the permit will be automatically labeled as the **“Applicant”**.

Apply for Permit - Building Online Application (BOA) \*REQUIRED

Progress: 1 Locations, 2 Type, 3 **Contacts**, 4 More info, 5 Attachments, 6 Review and Submit

**CONTACTS**

Please include all contacts that should be associated with this permit here. After submission you will not be able to edit contacts and will have to email [buildinginfo@miamicity.gov](mailto:buildinginfo@miamicity.gov) to add any additional contacts.

<p><b>Applicant</b></p> <p>Natasha Diaz (You)</p> <p>1700 Convention Center Drive, Miami Beach, FL, 33139</p> <p>Remove</p>	<p><b>Owner</b></p> <p>City of Miami Beach</p> <p>Remove</p>	<p><b>Engineer</b></p> <p>MANUEL ORTEGA, P.E.</p> <p>360 MERIDIAN FSC MIAMI, FL</p> <p>Remove</p>	<p><b>Architect</b></p> <p>Dulce Conde, Architect</p> <p>SD COLLABORATIVE, INC.</p> <p>11410 N Kendall Drive, MIA, FL</p> <p>Remove</p>
<p><b>Plan Expediter</b></p> <p>EXPEDITER/RUNNER LORI HENRIK</p> <p>Remove</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>		

Buttons: Back, Create Template, Save Draft, **Next** (highlighted with hand cursor)

- The **“More Info”** section has a **“Notice & Certification”** announcement that must be read and agreed to. It also includes fields to add **“Master Permit Number”**, **“Violation Number”**, **“Permit Request”**, **“Permit Type”**, and **“Property Information”**. Required fields are noted with a red asterisk \*.

10. In the attachments' screen, attach the signed and notarized permit application and cost affidavit, plans and supporting documents. These can be attached only to specific permit types. Do not attach in the BPI/BOA category as files will not be reviewed here.

Select the correct attachment category and click “Next”.

**NOTE:** In the **Building Process Initiation category (BPI)**, plans, application, and documentation **shall not** be uploaded. Once the BPI is submitted online, a BPI pre-permit application number will be provided. An email will be sent to the applicant requesting pertinent information and will include the upfront fee’s invoice. This invoice contains the actual permit number sought for. After payment is complete, the signed and notarized permit application along with cost affidavit, plans, and supportive documents can be uploaded under the actual permit number in Civic Access.

11. The “Review and Submit” screen is the final step before submission. Review that everything is correct before clicking on “Submit”. “Save Draft” or “Go Back” if corrections are needed.

Dashboard Home Apply View Fee Estimator My Invoices Search Q. Calendar Login/Sign Up

Apply for Permit - Building - Commercial Interior Alteration (No Structural) REQUIRED

Locators Type Contacts More Info Attachments Review and Submit

[Done](#)

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**Locations**

Location Address: 3022 24 St, Miami Beach, FL, USA, 33139

Parcel Number: 0732270452340

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**Basic Info**

Type: Building - Commercial Interior Alteration (No Structural)

Description: Interior remodel including moving existing closets, new kitchen cabinets, bathroom fixtures and fixtures.

Square Feet: 3000

Violation: 13000

Applied Date: 10/28/2019

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**Contacts**

Applicant: Natasha Diaz  
2511 SW 24 CT, Miami

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**Estimated Fees**

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Building Online Application Fee	\$50.00
<b>Total</b>	<b>\$50.00</b>

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**More Info** [Top/Main Menu](#)

This is a pre-application. A \$50 application fee will be assessed. This application will be converted into a permit application for a specific permit type by the permitting staff. You will receive notification via email of the upfront fee invoice (less application fee) and your permit number within 24-48 hours.

**Notice & Certification**

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction, understand that a separate permit must be secured for Electrical, Elevator, Fire, Mechanical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners, etc.

**Owner's Affidavit:** I certify that all foregoing information is correct. Owner certifies that the aforementioned Contractor has the authorization to perform the work as specified above. Lessee's Affidavit: Lessee certifies that he has full consent and authorization from owner of subject property to perform the above-mentioned work and to hire above-captioned contractor.

In addition to the requirements of this permit, there may be additional conditions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as: the Environmental Division of Miami-Dade County, Permitting, Environment and Regulatory Affairs, Water & Sewer Department, Department of Environmental Protection, South Florida Water Management District, Miami-Dade County Inspect Fee, water management districts, state agencies, and/or federal agencies.

Under penalty of perjury, I declare that to the best of my knowledge, the facts stated in this document are true. Any information found to be false may cause the revocation and/or denial of the permit and/or Certificate of Occupancy.

Master Permit Number (if applicable):

Violation Number (if applicable):

Permit Request: New Permit

Permit Type: Building - Commercial (Including Condos)

Work Class: New Construction (w/o Phase)

Property Information: Commercial

Property Owner DU/D Number:

Revision request? Enter # of pages being revised

Additional Request:

- FEED
- Change of User
- Private Provider
- City Project
- Short-Term Permit

Online Applicant Agreement: I agree to terms and conditions

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**Attachments**

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

12. Review the information provided and click **Submit**.

Dashboard Home Apply View Fee Estimator Pay Invoices Search Calendar Login/Sign Up

Apply for Permit - Building - Commercial Interior Alteration (No Structural) \*REQUIRED

Locations Type Contacts More info Attachments Review and Submit

Submit

**Locations**

Location Address	102 24 ST, Miami Beach, FL, USA, 33139
Parcel Number	0232270452340

**Basic Info**

Type	Building - Commercial Interior Alteration (No Structural)
Description	Interior remodel including moving adding closets, new kitchen cabinets, bathroom cabinets, and fixtures.
Square Feet	1200
Valuation	15000
Applied Date	10/08/2019

**Contacts**

Applicant	Natasha Diaz
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**Estimated Fees**

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Permit 20% Initial Charge - Building	\$57.00

Total: \$57.00

More Info

**Important:**

1. Please allow up to 24-48 hours for the clerk's review.
2. A \$50 application fee may be assessed on some permit applications, but it will be applied to the upfront permit fee. Fee must be paid before review can commence.
3. Uploaded Plans to have all security settings unrestricted. More information on electronic file submission requirements at [www.miamibeachfl.gov/onlinepermits](http://www.miamibeachfl.gov/onlinepermits)
4. Plan Review will commence after the clerk reviews for completeness.