

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Commercial Marine (includes Condominiums/Apartment Buildings)

Plan Reviews

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

Inspections*

Erosion Control, Notice of Commencement-Certificate, Pile Log Report - Certificate, Planning Final, Public Works Final, DERM 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, Fire, Planning, Public Works
<input type="checkbox"/> Architectural Plans	Building-Multiple Trades, Fire, Planning, Public Works
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Electrical Plans (if applicable)	Electrical
<input type="checkbox"/> Plumbing Plans	Plumbing
<input type="checkbox"/> Fire Protection Plans (If applicable)	Fire
<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"/> 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"/> DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	Planning
<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit	Environmental

Required Additional Agency Approval

- Miami-Dade County Approval and Documents to include:
 - DERM Preliminary Approval (Class I Permit)
 - Structural Plans clearly locating property lines, face of seawall, seawall cap and dock with their respective elevations and preliminary approval by DERM.
- Department of Environmental Protection (DEP)/South Florida Water Management District (SFWMD)