

# Standard Operating Procedures (SOP)

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# MIAMI BEACH

## Policies and Procedures

### Three Times Review Meeting

#### POLICY

The plan review process will be stopped after three reviews if approvals are not obtained.

#### PROCEDURE


Any City Department plan review which has failed three times will be stopped in the system after the current workflow is completed. The owner, architect/engineer (Design Professional who signs and seals the plans), and reviewers will need to meet with the City Department staff to review the comments. If the Owner cannot attend, a notarized letter designating her/his representative is required. All three parties must attend the meeting, or it will be postponed to a later date when all parties are available.

As per City of Miami Beach Policy, staff members must be notified if customers are or will be accompanied by an attorney. If you fail to notify us in advance that there is legal counsel present, we reserve the right to end the meeting and reschedule it later.

After the meeting, the corrected drawing files must be uploaded to the system. All rejection comments must be addressed, and a narrative prepared by the Design Professional shall be submitted along with the revised plans. Re-review fees will be assessed on a per trade basis.

To set an appointment, please contact the Building Department at (305)-673-7610 and select options #3, then #7, then #1. By e-mail: [BuildingAdmin@miamibeahfl.gov](mailto:BuildingAdmin@miamibeahfl.gov)

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Building Official/Director

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# MIAMI BEACH

## Policies and Procedures

### Air Conditioning Change-Out Permits

#### POLICY

To stream line the process of Air Conditioning Change-Out Permits, the Building Department has implemented a new Air Conditioning Change-Out Equipment Form which will simplify the process for review, approval, and inspections.

#### PROCEDURE

To obtain a Mechanical Permit for A/C Change-Out of existing units, a State or Miami-Dade County licensed Mechanical A/C Contractor must submit a Permit Application to the Building Department.

The applicant must submit the following required documentation:

- A Permit Application executed by a licensed contractor and property owner.
- One (1) set of the Air Conditioning Change-Out Equipment Data Forms completed by the A/C Contractor.
- Equipment Tie-down details: Signed and Sealed original Engineer anchoring details, or current Notice of Acceptance (NOA), or State Product Approval.
- Miami Dade County Wind Resistance Code Compliance as per FBCM-301.15
- Equipment A.H.R.I.

**Note:** One copy of the Air Conditioning Change-Out Equipment Data Form will be attached to the Permit Application. The second copy must be available at the jobsite at the time of inspection. The Permit Application and the Air Conditioning Change-Out Forms can be obtained online via the Building Department’s Forms page.

#### REFERENCE

- *Florida Building Code In Effect*

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# MIAMI BEACH

## Policies and Procedures

### **A/C Change-Out Permit related to a violation**

#### POLICY

As per Florida Building Commission Energy Technical Advisory Committee (DS 2013-092), the City of Miami Beach shall no longer require sizing calculations or plans for AC change-outs for permits to correct violations unless the inspector determines in the field that the installation is not an exact replacement. If determined that the AC installed it is not an exact replacement, the Building Department has implemented the following guidelines with the information that must be submitted in the Mechanical and Electrical sheets as applicable.

#### PROCEDURE

##### MECHANICAL SECTION

- Provide mechanical scope of work on plans.
- Provide complete AC/CU schedule, mounting details and exact location.
- Provide the applicable code edition: Florida Mechanical Code In Effect
- Provide heating and cooling sizing load calculations.
- CU must be installed at or above base flood elevation, provide NOA for Condensing unit stand.
- Plans size 24"x36". Chapter 8 Miami Dade County
- Provide HVAC design requires table. (Not for a single-family residence or duplex)
- Provide the notarized signature of the mechanical qualifier or the architect/engineer's seal, date, title block, and signature on plans as per Rule 61G15-23, F.A.C.
- AC efficiency SEER $\geq$  14 (as applicable), matched systems are required (AHRI).

##### ELECTRICAL SECTION

- Specifications for the installed unit(s).
- Site plan with the location of the units as well as any required service receptacles to be added.
- One-line diagram with all conductor and conduit specifications as well as 3-overcurrent protection used.
- Load calculations for the existing panel and service with the new loads added and a total load reflected.

#### REFERENCE

- *Florida Building Code In Effect*

Policies and Procedures: Air Conditioning Change-Out Permits  
Page 2 of 2

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# MIAMI BEACH

## Policies and Procedures

### Applying for a Permit (Previously Master Permit Application Processing)

#### POLICY

The Department will ensure that Permit Applications requiring plan review are processed according to the following procedures.

#### PROCEDURE

The process begins with a completed Permit Application signed and notarized by the property owner (individual or corporation) or the person legally authorized to do so by the property owner, and a contractor. In addition to the Permit Application, other required documents will need to be submitted and accepted prior to proceeding to the plan review process. For the full list of required documentation, please visit our Permits page (<https://www.miamibeachfl.gov/city-hall/building/permits/>).

The following requirements must be met for the Permit Application to be accepted:

1. **Completed Permit Application** (ensuring that property information and description of work is provided and that all signatures are notarized and original.)
2. **Proof of Ownership must be documented if ownership cannot be verified via EnerGov as follows:**
  - If the person applying for the permit is the owner of the property, a copy of the recorded warranty deed must be provided.
  - If the person signing the Permit Application is not the owner of the property, the following documents must be submitted:
    - Owner's Affidavit for Tenant Permit if tenant of property is pulling the permit.
    - Copy of Lease Agreement.
  - If the owner of the property is a corporation, the corporation's Officer/Director Detail from [www.sunbiz.org](http://www.sunbiz.org) should be presented.
3. **Owner/Builder Affidavit** (For Owner/Builder Permits Only)
  - Owner of the property must come in person to sign the Permit Application.
  - Owner of the property must be present to sign the Owner/Builder Affidavit.
4. **Cost Affidavit** is required for projects valued over \$5000. The Building Cost line for master permits should match the valuation on the permit application. With the cost for the sub permit work to be detailed (broken out) in the stand alone and sub permits portion of the cost affidavit.
5. **Condominium Letter** is required for work performed in a condominium building unit excluding exact changeout of equipment, flooring permits and hurricane related items as exempt from Florida law. The condominium shall provide a letter indicating that they allow the work to be performed. The person signing the letter shall be a registered agent of the corporation of the association. When a registered agent allows the



property manager to sign the document that allows the transfer, the approval is valid for one year from when it was notarized.

**6. Contractor required documentation includes:**

- State or municipal contractor's license.
- Liability Insurance (Certificate of insurance must list the City of Miami Beach as Certificate Holder).
- Workman's Compensation Insurance or State of Florida Exemption (Certificate of insurance must list the City of Miami Beach as Certificate Holder).
- If a Worker's Compensation Exemption is submitted, a completed Worker's Compensation Notice to Owner form is required.
- Business Tax Receipt (state or municipal licensed contractors).
- Municipal Contractor's Business Tax Receipt (municipal licensed contractors only).

**7. Dry Run Submittal** (Contractor to be determined [TBD])

**8. Completed** LEED Project Application (only for projects seeking Leadership in Energy and Environmental Design [LEED] certification)

**9. Up-front permit fee payment** (non-refundable). The up-front fee is 20% of the total permit cost or the minimum permit fee, whichever is greater. (Refer to the current Fee Schedule). The outstanding balance of the permit must be paid prior to the issuance of the permit. Payments may be made online via our Online Quick Pay (<https://secure.miamibeachfl.gov/payments>).

**Plan Review**

*See Electronic Plan Review*

**Sub-permits**

Permit applications may be applied for after the Master Permit is approved and issued. All Permit applications for sub-permits must be signed by the Master Permit Contractor of Record and the sub-contractor. The applicant must include the Master Permit number in the application.

**Permit to Cure Violation**

The permit application must include the description of the violation.

**REFERENCE**

- *Chapter 8, Miami-Dade County Code*
- *Chapter 489, Florida Statutes*
- [Florida Building Code In Effect](#)

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# MIAMI BEACH

## Policies and Procedures

### As-Built Drawings

#### POLICY

Submittal of as-built drawings shall be required for those projects as determined by the Building Official or her designee.

#### PROCEDURE

All commercial building construction, new construction, addition or alteration/remodel master permits with a value of work exceeding \$1,000,000 will require an as-built submittal. In addition, any revision that upgrades the master permit value of work to an amount exceeding \$1,000,000 will trigger the as-built submittal requirement, (excludes concrete restoration permits, windows/doors permit, roofing/waterproofing permits, and MEP trades permits).

**NOTE-** *As-built submittals do not apply to Single Family Residences, and/or Single Living Units (Condo/Apt.)*

#### Plan Acceptance

The applicant must submit the AS-BUILT for the building records. The process will be fast-tracked, and it will be completed within 48 hours.

The fast track building review will consist of the following verifications:

- Correct address
- Project Description
- Architect /Engineer of Record
- Incorporation of all City approved drawing revisions (latest sheet of each drawing)

**NOTE-** *For projects using private provider reviews, the Private Provider must review the final as-built submittal.*

#### As-Built Drawings by the Design Professionals and General Contractor

The as-built drawings shall be labeled as such and all drawings shall be signed, sealed and dated by the Design Professional of Record. The cover sheet must include the following statement signed, sealed and dated by the Architect/Engineer of Record, and the General Contractor.

Master Permit No. \_\_\_\_\_

To the best of my knowledge, belief, and professional judgment, these construction documents meet the intent of the Florida Building Code, represent accurately the “AS BUILT” conditions of the project and include all of the revisions previously submitted and approved by the City of Miami Beach Building Department.

\_\_\_\_\_  
Architect of Record – Print name

\_\_\_\_\_  
Signed and sealed

\_\_\_\_\_  
Engineer of Record – Print name

\_\_\_\_\_  
Signed and sealed

\_\_\_\_\_  
General Contractor – Print name

\_\_\_\_\_  
Signed and Notarized

**Inspections**

The Final Building Inspection shall not be approved until the as-built set of drawings has been submitted and accepted by the building department.

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APPROVED BY: \_\_\_\_\_  
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Building Director/Building Official

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# MIAMI BEACH

## Policies and Procedures

### Body-Worn-Cameras (BWCs/Inspections)

#### POLICY:

It is the goal of the Building Department to utilize the BWC to further document, enhance, and provide supporting records while conducting any inspection of permitted construction, demolition, or potential building code compliance violations. The BWC will also provide support evidence of building-related interactions with the public by providing recorded verification and proof of conditions and statements. Building employees engaged in conducting field inspections are authorized to capture and record footage during all official interactions.

#### SCOPE:

This Standard Operating Procedure (SOP) applies to all Building Department's employees performing field inspections. This includes Regular Inspectors, Senior Inspectors, Chief Inspectors, Building Compliance Officers, the Engineer, or Building Plans Examiners assigned to field inspection duties.

#### PURPOSE:

To establish guidelines and procedures for the use, maintenance and management of Body-Worn-Cameras, known and designated in the City of Miami Beach (CMB) as Body-Worn Camera (BWC).

#### DEFINITIONS:

**CALL FOR SERVICE** — Any dispatched or customer requested inspection conducted by any Building employee with the intent to inspect, assess, and assist in a particular building-related field operation.

**CITIZEN INTERACTION** — Any call for service, consensual encounter, investigatory stop, investigation, search, interview, or any other form of contact with, or observation of a member of the public or person related to an inspection for Building Code Compliance, infraction, or violation of the Florida Building Code.

**FOOTAGE** — Refers to all sounds, images, and associated (meta) data.

**DEACTIVATED** — Buffering (not active/recording).

**ACTIVATE** — Recording video and sound.

**INSPECTOR** — Any Building Inspector, Senior Inspector, Chief Inspector, Building Code Compliance Officer, Engineer, or Building Employee conducting field work.

#### PROCEDURE:

##### **I. Operation and Use**

- A. Use of the issued BWC is mandatory for all Building/Trade Inspectors, Senior Inspectors, Chief Inspectors, and Building Code Compliance Officers that are designated to utilize BWC. This shall include all Regular On-duty and/or Overtime assignments for Building staff designated by the Building Director/Building Official or his/her designee.
- B. BWC User Procedures
  1. BWC mounting and placement shall be determined by the Building Director/Official or his/her designee, with appropriate consideration given to practical factors such as the BWC configuration and planned applications.

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2. The BWC shall be activated immediately prior to all citizen interactions or as soon as possible upon initiation of a citizen interaction, whether or not the inspector is the primary investigatory entity (e.g., other primary entities include the Police, Fire, Parking, or Code Departments).
  - a. Exception: Employees are not expected to record informal non-Building code compliance related interactions with the public (e.g., providing directions, general conversations, or Community Outreach Events). However, the BWC shall be activated if any individual(s) becomes confrontational or the focus of an investigation.

The BWC shall be activated during all calls for service and investigations, whether inspectors are in contact with a citizen or not.
  - b. Building employees are not legally obligated to advise a person that he/she is being recorded, particularly if the recording is taking place in the public right-of-way. If asked, the inspector shall acknowledge that the BWC is recording.
3. Building employees have the right to record, even on private property, if access to private property is conveyed by anyone that has the legal right to do so as reflected in Florida Statutes 162.
  - a. Access / Permission is granted by owner/resident.
  - b. Access / Permission is granted by owner's representative who is 15 years of age or older.
  - c. If an owner/resident or a citizen requests not to be recorded, (only on private property) inspector shall record the person's request and deactivate the recording.
4. Employees who fail to activate the BWC, when required, shall:
  - a. Notify their immediate supervisor as soon as practicable, but no later than the end of their shift or detail; and
  - b. Document the name of the supervisor notified and the reasons for failing to activate the BWC on notes recorded on the inspection module related to the incident. When no reports are required, an incident shall be properly documented by electronic mail.
5. The BWC shall only be deactivated upon the conclusion of the citizen interaction, incident or inspection.
6. Employees shall only use their issued BWC or a replacement authorized and configured by the BWC System Administrator, Building Administrator, Operations Manager, Chief Inspector or anyone designated by the Department Director.
7. Employees shall notify (via email) and phone call, his/her supervisor at the end of any encounter that may generate a complaint and provide video title and category for review.
8. Viewing, Data Transfer, and Categorizing BWC Recordings.
  - a. Recordings may be viewed by:

- 1) BWC System Administrator, Building Administrator, Operations Manager, Chief Inspector or any staff member preparing an incident report(s) to ensure the accuracy and consistency of the incident documentation;
  - 2) An involved employee prior to making a statement concerning a recorded incident that might be used in an administrative review or court proceeding; and
  - 3) Members of the City Manager's Office, City Attorney's Office, and Human Resources.
- b. Recordings may be accessed through the cloud once all the data has been uploaded.
- c. Employees shall accurately categorize and label BWC recordings at the conclusion of each incident, but no later than the end of their shift or detail.
- 1) Employees shall contact their supervisor if they need assistance with identification and/or categorization of recordings or retention guidelines.
  - 2) BWC recordings may document the discovery and/or collection of evidence. Employees, investigators, records custodian, or supervisors shall categorize BWC recordings to preserve footage of evidentiary value.
  - 3) Employees shall identify each recording with the inspection number and applicable prefix.
- d. BWC devices shall be placed in the evidence transfer manager (dock) at the conclusion of each employee's on-duty, off-duty, and/or overtime detail. Once docked, the BWC shall not be removed until the upload process has been completed.
- e. Building Administrators and Supervisors may review video footage in any of the following circumstances:
- 1) To document performance and level of service delivered to customers.
  - 2) To investigate a complaint against an inspector or a specific incident in which the Building employee was involved.
  - 3) When there is a pattern of allegations of abuse or misconduct.
  - 4) To identify videos for training purposes and instructional use.
  - 5) When inspectors are on probationary status or with a Field Training Inspector.
  - 6) When inspectors agree to a more intensive review as a condition of employment.
- f. Designated supervisors, at the direction of the Building Director, shall conduct random audits of BWC footage to monitor compliance with the program and assess overall inspector performance. Audits shall be random and not be used to target a specific inspector.

C. Prohibited Actions and Conduct.

1. Prohibited Recordings:

- a. It shall be prohibited to use the BWC to intentionally record any of the following:
  - 1) Personal activities.
  - 2) Conversations with fellow agency personnel without their knowledge during routine Building related activities.
  - 3) Any footage in places where there is a commonly held expectation of privacy, such as restrooms.
- b. The prohibitions set forth in this section do not apply in circumstances where the BWC is recording conduct pursuant to official Building Department's action.

2. Releasing, posting, or sharing any footage on any social media site is strictly prohibited.
3. Making copies of any BWC recording for personal or any other use, or using a secondary recording device, such as a camera or cell phone, to record images or sound captured by the BWC is prohibited.
4. Tampering with the BWC or employing any device, which interferes with its operation, is prohibited.
5. Erasing, altering, modifying, or tampering with any recording captured by a BWC is prohibited.
6. Allowing citizens to review any recordings is prohibited, except when appropriate in response to a public records request, administrative hearing, court order and/or with approval of the Building Director.
7. Using personal or privately-owned BWCs while working in an on-duty capacity is prohibited.

D. The City Manager, Assistant City Manager, Building Director, or designee may authorize the release of specific BWC footage when he or she deems it to be in the best interest of the Department.

E. Employees shall notify their immediate supervisor and provide details of any restricted and/or prohibited footage captured by their BWC.

F. Building Department Administrators — Responsibilities:

1. Building Department Administrators and Supervisors shall ensure that employees comply with all BWC-related training.
2. Building Administrators and Supervisors shall document circumstances in which an employee failed to activate the BWC, improperly deactivated the BWC, or captured restricted/prohibited footage.
  - a. Should the Building Administrator/Supervisor determine the action was intentional or avoidable, he or she shall direct further action.
  - b. If the Building Administrator/Supervisor determines a restricted/prohibited recording was inadvertent or unavoidable, the details of the incident shall

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be provided to the Deputy Director and/or Building Director who will provide further direction to the BWC System Administrator.

3. In cases where the immediate retrieval of BWC footage is required, supervisors shall collect the BWC from the employee and follow data transfer procedures. Upon completion of the data transfer, the BWC shall be returned to the inspector and involved personnel shall be notified when the footage is available for review.
4. Building Administrators/Supervisors shall review BWC footage in all cases where there was an injury to an inspector, citizen's complaint, or any other circumstance where the recording may clarify events.
  - a. If an inspector is involved in an incident that results in serious bodily harm to anyone, a Building Administrator/Supervisor shall immediately take custody of the involved officer's BWC for evidence preservation purposes.
  - b. Building Administrators/Supervisors shall notify their Chain of Command of instances where a controversial citizen encounter has occurred. The employee's Administrator/Supervisor shall review the encounter and set the appropriate category for retention.

G. BWC System Administrator or Building Administration shall be responsible for:

1. Setting and maintaining user and group authority levels, passwords, and any other required configuration of the evidence storage system under direction of the Building Director or designee;
2. Managing inventory, issuing devices, and updating device settings;
3. Assisting with manual downloads to the cloud server, when necessary;
4. Editing and/or deleting recordings of restricted/prohibited footage pursuant to direction from the Building Director or Deputy Director. A log shall be maintained of all deleted, copied and/or edited recordings, which shall be kept in perpetuity;
5. Managing the list of categories and notifying supervisors when users fail to identify and/or categorize their BWC recordings or otherwise fail to properly use, store or maintain their departmental issued BWC;
6. Providing support to Department employees in all aspects of the BWC and evidence storage system;
7. Maintenance of an audit system that monitors and logs access to recorded data;
8. Maintenance of a system for the management of data retention and data purging; and
9. Conducting forensic reviews when directed by the Building Director or designee to determine whether BWC equipment and/or recorded data have been tampered with.

## **II. Maintenance**

### **A. Users.**

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1. Inspectors shall inspect and test their BWC and all associated equipment at the beginning of their shift.
2. Inspectors shall ensure that the BWC lens and microphone are clear of debris that may obstruct or in any way degrade images or audio.
3. Inspectors shall ensure the BWC battery is fully charged at the start of their shift and/or assignment.
4. Any damage, malfunction or other operational problem shall be reported to the employee's supervisor and the BWC System Administrator.

**B. Building Administrators/Supervisors.**

1. When notified that a BWC is damaged or malfunctioning, the supervisor shall inspect the device and decide whether to continue using the BWC or return it for repair or replacement. Supervisors must consider the extent of damage and the availability of spare or replacement devices.
2. BWC devices shall be inspected semi-annually.
3. BWC System Administrator shall evaluate all devices turned in due to damage or malfunction.

**C. The BWC System Administrator shall make any repairs they are qualified to perform or submit device to appropriate servicing agency.**

**D. Any device which cannot be repaired by the BWC System Administrator shall be sent for repair or disposed of appropriately and with the approval of the Building Director, Deputy Director, or Operations Manager.**

**III. Training**

**A. Employees shall receive hands-on training by the Training Unit prior to utilizing a BWC. Initial training shall include at a minimum:**

1. Thorough review of this SOP and relevant state and federal laws governing consent, evidence, privacy, and public disclosure.
2. Hardware operation, charging, docking, malfunctions, lost, or damaged equipment.
3. Categorization, data transfer procedures, data access, security, retention guidelines, reporting improper recordings, preparing, and presenting digital evidence for court.
4. Hands-on exercises that replicate operating the BWC.

**B. Training shall be given to the following employees:**

1. All personnel issued a BWC.
2. Supervisors of officers who wear BWCs.

**C. Annual refresher training may be provided by the Training Unit. The BWC System Administrator / Building Administrator shall ensure that all BWC training meets current manufacturer guidelines and specifications.**

**IV. Data Retention and Public Records Requests**

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- A. All digital recordings collected using the BWC system are official records, and are the exclusive property of the Miami Beach Building Department.
- B. BWC Video Retention Guidelines.
  - 1. Except as specified below, all recordings shall be retained for ninety (90) days as reflected in [Florida State Statute 119.071](#).
  - 2. Recorded evidence associated with the issuance of a code violation, any investigation, and/or complaint against an employee, shall be retained pursuant to the Florida General Records Retention Schedules, and/or the City of Miami Beach City Attorney's Office.
  - 3. Vehicle crashes involving an employee and events involving injury to an employee and/or citizen, any recording of an event, public interaction the inspector or his/her supervisor reasonably believe could lead to litigation against the inspector or the City of Miami Beach shall be retained for five (5) years.
- C. The Department will invoke appropriate exemptions set forth in Florida Statutes, [Chapter 119](#), any other statutory provision limiting or restricting access to video recordings or data in cases involving inspector's misconduct, or any other circumstances as determined by the Building Director or his/her designee.

This section shall not be read to obstruct or interfere with an employee's rights as provided by Florida Statutes, City Ordinance, or Department's Policy.
- D. All BWC recordings shall be uploaded to the contracted storage service provider's system. The Department reserves the option to utilize alternative storage methods on a case-by-case basis at the discretion of the Building Director or designee.
- E. Release of BWC recordings shall be governed by Florida State Statutes and Federal law.
- F. The BWC System Administrator shall edit exempt footage pursuant to Florida Statute, prior to release.

V. **Discipline**

Employees who fail to comply with this SOP may be subject to progressive disciplinary action up to and including termination.

APPROVED BY:



Building Director/Building Official

DATE:

11/19/18

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# MIAMI BEACH

## Policies and Procedures

### Certificate of Occupancy or Completion

#### POLICY

The Building Department can issue Certificates of Occupancy or Completion.

#### PROCEDURE

A Certificate of Occupancy/Completion is required for new construction and additions as set forth by the Florida Building Code. In addition, the following may require a CO/CC when:

- The alteration changes the number of bedrooms and/or bathrooms.
- The work being performed may cause the occupancy to be temporarily uninhabitable.

To obtain a Certificate of Occupancy (CO) or Completion (CC) for a Building permit issued for work on a Commercial or Residential property, the Permit Holder must submit the request through the Administration Office. All the Permits, including the Sub-Permits, must be in Final Status.

To obtain a CO, the required inspections that need to be in final status under the Master permit are: Building, Fire (commercial only), Public Works, and Zoning.

Once the applicable inspections are in Final Status, a Certificate of Occupancy will be issued, and fees will be assessed for payment. (Refer to the current Fee Guide). Once payment has been made, the signed Certificate will be printed and given to the applicant in person or sent via email.

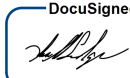
A CO is required prior to the occupancy of the property as mandated by the Florida Building Code (FBC), and it may be revoked, if any action by the contractor, owner, or tenant creates any code violation affecting the proper occupancy of the area.

The Building Official may issue a Certificate of Completion (CC) once all the required inspections have been performed and approved for the rehabilitation, remodeling, or repairs of a structure when a certificate of occupancy is not required. A Certificate of Completion is a proof that a structure is complete, and all permits related to the project have received all the required final inspections to include a passing final building inspection. This certificate does not grant authority to occupy a space prior to the issuance of a Certificate of Occupancy.

REFERENCE

- *Florida Building Code In Effect*

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Revised 4.04.2023  
Previous 02.14.2022

# MIAMI BEACH

## Policies and Procedures

# Change of Architect/Engineer

## POLICY

The Building Official may approve a change of Architect or Engineer of Record.

## PROCEDURE

The following is required to be submitted for a Change of Architect or Engineer of Record (Design Professional):

- Change of Architect/Engineer Hold Harmless form
- Newly adopted, signed and sealed plans
- Statement of Change of Architect or Engineer of Record
- The title block, seal and signature of the original Architect or Engineer of Record must be removed and replaced by the title block, seal and signature of the new (successor) Architect or Engineer of Record
- Title block change must be clouded; this is the only change for the change of design professional
- No new drawings shall be provided, nor changes to the sheet numbering from the previously approved plans.
- The new (successor) Architect or Engineer of record must comply with the requirements of Florida Statutes 471 or 481, Florida Administrative Code. Procedure for Architect: FAC 61G1-18.002 Procedure for Engineer: FAC 61G15-27.001
- If there are no changes to the plans, then applicant may apply via the [Citizen Self Service \(CSS\)](#) portal for an Over the Counter Revision for "Change of Design Professional; no changes to plans". Applicant must also complete and submit a Statement of Change form. Form may be downloaded from the Forms page: <https://www.miamibeachfl.gov/city-hall/building/forms/> under the heading Plan Review Forms.
- If there are changes to the plans, then applicant may apply for Revision-General that requires a full review from all City disciplines including outside governmental agencies.
- If submitting plans electronically, plans must be electronically/digitally signed and sealed. See **Methods for Signing and Sealing** : <https://www.miamibeachfl.gov/city-hall/building/onlinepermits/>

## REFERENCE

- *Florida Building Code In Effect*
- *Florida Statutes 471*
- *Florida Administrative Code 481*
- *FAC 61G1-18.002*
- *FAC 61G15-27.001*

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
EC5A272F214C496...  
Building Official/Director

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Revised: 3.23.2023

Previous Version: 9.28.2022

# MIAMI BEACH

## Policies and Procedures

### Change of Contractor

#### POLICY

The Building Department processes Change of Contractor Permit Applications according to the following procedure:

#### PROCEDURE

To request a Change of Contractor, a new Permit Application must be submitted. To complete a permit application for a change of contractor, the applicant must select the "Change of Contractor" box located in the "Permit Request" section of the application. An application to change the contractor on a master permit must have the property owner's and contractors' notarized signatures. An application to change the subcontractor on a sub-permit must have the master permit contractor of record's and the new sub-contractor's notarized signatures on the application.

A recorded Notice of Commencement is required for any job which value is greater than \$5,000.00. NOCs may be filed electronically via the Miami Dade County Clerk of Courts (<https://www.miami-dadeclerk.com/eRecording.asp>) or via the Citizen Self Service (CSS) portal (<mbselfservice.com>). If submitting via CSS, please apply using the Building Records Request application.

A new Cost Affidavit is **ONLY** required if the job value is \$250,000 or greater.

The following requirements must be met for the Permit Application to be accepted:

- Completed Permit Application; Property information and description of work must be provided; all required signatures must be notarized and original.
- Change of Contractor applications may be requested via the Citizen Self Service (CSS) portal. The application to use is **Permit Application Updates (PAU)**. When the Permit Application is submitted, the Permit Clerk will assess the fees based on the current Fee Schedule for the change of contractor. Once the payment is completed, the Permit Clerk can update the new contractor's information in the corresponding permit.

#### Contractor required documentation includes:

- State or municipal contractor's license
- Liability Insurance (Certificate of Insurance (COI) must list the City of Miami Beach as Certificate Holder)
- Workman's Compensation Insurance or State of Florida Exemption (It must list the City of Miami Beach as Certificate Holder)
- Business Tax Receipt (State or Municipal licensed contractors)
- Municipal Contractor's Business Tax Receipt (Municipal licensed contractors only)



## REFERENCE

- *Chapter 8, Miami-Dade County Code*
- *Chapter 489, Florida Statutes*
- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
EC5A272F214C496...  
Building Official/Director

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Revised: 2.01.2024

Previous Version: 1.16.2024

# MIAMI BEACH

## Policies and Procedures

### Change of Owner

#### POLICY

The Building Department processes Change of Owner Permit Applications according to the following procedure stated below.

#### PROCEDURE

To request a Change of Owner, a new Permit Application must be submitted. To complete a permit application for a change of Owner, the applicant must select the "Change of Owner" box located in the "Permit Request" section of the application. An application to change the Owner on a master permit must have the property owner's and contractors' notarized signatures.

The following requirements must be met for the Permit Application to be accepted:

- Completed Permit Application; Property information and description of work must be provided; all required signatures must be notarized and original.
- Change of Owner applications may be requested via the Citizen Self Service (CSS) portal. The application to use is **Permit Application Updates (PAU)**. When the Permit Application is submitted, the Permit Clerk will assess the fees based on the current Fee Schedule for the change of Owner. Once the payment is completed, the Permit Clerk can update the new Owner's information in the corresponding permit.

#### Owner required documentation includes:

- Copy of Property Appraisers information with the new owner's name
- Or, a copy of the recorded warranty deed must be provided.

#### REFERENCE

- Chapter 8, Miami-Dade County Code
- Chapter 489, Florida Statutes
- Florida Building Code In Effect

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
DocuSigned by:  
EC5A272F214C496...  
 Building Official/Director

DATE: 2/18/2022 | 12:26 PM EST

Created: 02.16.2022

# MIAMI BEACH

## Policies and Procedures

### Condominium Association Letter for Work Performed in Units

#### POLICY

Building Department's process for work performed in condominiums and mixed-use buildings.

#### PROCEDURE

The Building Department will require an authorization letter from the condominium association for any work performed in the building's units. This requirement also applies to commercial units in mixed-use buildings.

Work exempt from this requirement are interior unit flooring, emergency repairs, and A/C exact change out.

The approval should be on association letterhead signed by an officer or director of the association as set forth in the current annual filing with the Division of Corporations - Florida Department of State, and notarized. In lieu of a notary, the following statement can be added to the letter "Under penalties of perjury, I declare that I have read the foregoing Condominium Association Letter for Work Performed in Unit (insert unit #) and that the facts stated in it are true."

PREPARED BY: Building Department

APPROVED BY:   
Building Director/Building Official

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Revised: 1.09.2024  
Created: 12.19.2023

# MIAMI BEACH

## Policies and Procedures

### Construction Cost Affidavit

#### POLICY

The Building Department requires that the applicant provides a Construction Cost Affidavit for specific permit type applications, if the job value is \$5,000 or more.

#### PROCEDURE

Construction Cost for a master permit shall include all structural, building, labor, project management, and materials, including those purchased by the owner and/or contractor. It must be signed and notarized by the owner and contractor. If sub-permits' cost is included in the master construction cost affidavit, the sub-contractor will only need to submit a copy of the affidavit, when applying for sub-permits. Otherwise, the sub-contractor will need to provide his/her own construction cost affidavit, signed by the owner and sub- contractor, or by the general contractor and the sub-contractor, when applying for sub-permits. Do not include standalone permits.

Owner Builders do not need to include the Construction Cost Affidavit with their signed and notarized application, if the job value is less than \$5,000.

Note: The Construction cost affidavit is not required for:

- Fire Permits
- Flooring Permits
- Revisions which do not increase the job value and fees
- Shop Drawings
- Special Event Permits
- Temporary Toilet Permits
- Total Demolition Permits
- Permits or sub-permits with a valuation less than \$5,000.
- If a copy of the master permit construction cost affidavit is provided with the sub-permit.

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
DocuSigned by:  
FC5A27254711C496  
 Building Official/Director

DATE: 7/28/2021 | 7:16 AM EDT

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*We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.*

# MIAMI BEACH

## Policies and Procedures

### Contractor Database

#### POLICY

The Department ensures that contractors' information is updated in **EnerGov** according to the procedures below.

#### PROCEDURE

Every contractor working in the City must be registered and he/she is required to file valid ID, updated copies of his/her license(s) and insurance(s) with the Department before they can obtain a permit or perform work. All contractors may be licensed in Miami-Dade County, the State of Florida, and other municipalities. A contractor applying for a permit for the first time in the City of Miami Beach must be registered with the Building Department.

In **EnerGov** in the Contact Management's module, we enter the following information:

#### **STATE LICENSED:**

- Copy of State License.
- Certificate of liability insurance (City of Miami Beach as certificate holder).
- Certificate of Workman's Compensation (City of Miami Beach as certificate holder) or Workman's Compensation exemption card.
- Local Business tax from where your business is located (in Florida).
- Company's Telephone, Fax, and E-mail address required.

#### **COUNTY LICENSED:**

- Certificate of Competency.
- Certificate of liability insurance (City of Miami Beach as certificate holder).
- Certificate of Workman's Compensation (City of Miami Beach as certificate holder) or Workman's Compensation exemption card.
- Municipal Contractor's tax Receipt from Miami-Dade County.
- Company's Telephone, Fax, and E-mail address.

#### REFERENCE

- *Chapter 489, Florida Statutes*
- *Chapter 8, Miami-Dade County Code*
- *Florida Administrative Rule 61G4-15.003*
- *Florida Building Code In Effect*

Policies and Procedures: Contractor Database  
Page 2 of 2

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
EC5A272F214C496...  
Building Official/Director

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Revised 02.14.2022

# MIAMI BEACH

## Policies and Procedures

### **Contractor Requirements (Previously Requirements for Certified Contractors)**

#### POLICY

The Department ensures that contractors performing work in the Miami Beach are properly licensed and insured according to the procedures below.

#### PROCEDURE

##### **Updating License and Insurances**

Contractors must submit updated license and insurance information to [BuildingContractor@MiamiBeachfl.gov](mailto:BuildingContractor@MiamiBeachfl.gov). Please include license number, email and active permit number (if any) in the body of the email.

##### **Change of Contractor**

Applicants seeking a change of contractor must fill out a new permit application and select the "Change of Contractor" box located within the "Permit Request" section of the application. Permit applications can be found within the Forms page.

##### **Contractor Registration**

Contractors must be registered with the City of Miami Beach to work in Miami Beach. Instructions and documents required to register are detailed below under "Requirements".

Permits are applied for and managed online, so you also need to create a Citizen Self Service (CSS) account with an email address in order to have access to online permitting. Contractor accounts should reflect the name of the company followed by the contractor's license number, then you add first and last name for the qualifier in the corresponding box as well as the email address used to register.

Once the CSS account has been registered, send an email to [BuildingContractor@miamibeachfl.gov](mailto:BuildingContractor@miamibeachfl.gov), stating that your CSS account has been created and to add all documents under this contact. You must attach all documents used at the time of registration.

Anyone needing access to manage a permit online must have a registered CSS account.

##### **Requirements**

Contractors working in Miami Beach are required to be registered with the City. Simply email valid, updated copies of licenses and insurances to [BuildingContractor@miamibeachfl.gov](mailto:BuildingContractor@miamibeachfl.gov). *We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.*

[BuildingContractor@MiamiBeachfl.gov](mailto:BuildingContractor@MiamiBeachfl.gov).

Once registered, contractors may create their online profile via the Citizen Self Service (CSS) portal to gain access to apply for permits or request inspections. Click here to download the instructions for creating an online profile.

Certificate of Liability Insurance must be made out to:

City of Miami Beach  
Building Department  
1700 Convention Center Drive, 2nd Floor  
Miami Beach, FL 33139

### **State Certified Contractors**

State certified contractors must provide copy of the following:

- Local Business Tax Receipt (LBTR) for place of business (Miami-Dade County or Broward County)
- Certificate of Insurance for Workers' Compensation and Liability

Certificate of Liability Insurance must include:

- Name of insured, Type of policy issued, and Type of insurance
- Policy number, Effective date, and Expiration date
- Insurance amount to be as specified in Florida Administrative Rule 61G4-15.003 (Public Liability Insurance)

### **Miami-Dade County Licensed Contractors**

Miami-Dade County licensed contractors must provide a copy of the following:

- Certificate of Competency issued by the Construction Trades Qualifying Board (CTQB)
- Municipal Contractors Tax Receipt (MCTR) for Miami Beach
- Certificate of Insurance for Workers' Compensation and Liability

Certificate of Liability Insurance must include:

- Name of insured, Type of policy issued, and Type of insurance
- Policy number, Effective date, and Expiration date
- Liability Insurance with no less than \$300,000 per accident or occurrence for bodily injury and \$50,000 per accident for property damage



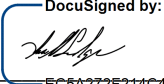
### **Workers' Compensation Insurance Exemption**

If contractor has a Workers' Compensation Insurance Exemption, a Notice to Owner - WC Insurance Exemption needs to be submitted to the Building Department along with the building permit application.

#### REFERENCE

- *Chapter 489, Florida Statute*
- *Chapter 8, Miami Dade County Code*
- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
EC5A272F214C496...  
Building Official/Director

DATE: 2/18/2022 | 12:26 PM EST

Revised 02.15.2022

Previous Revision: 10.02.2017

# MIAMI BEACH

## Policies and Procedures

### Customer Flow Management System

#### POLICY

The Building Department provides a customer flow management system.

#### PROCEDURE

##### **Qmatic Orchestra**

Orchestra is a -queuing ticket system designed to facilitate the customer experience by routing them according to their business needs. The queues consist of various appointment services such as Permit Process, Building Recertification, Violations, and disciplines from the Building, Planning, Fire, and Public Works Departments. Each is identified as a "Service".

Customers may access the Appointment Booking application via our website at <https://www.miamibeachfl.gov/city-hall/building/> and click on the Appointment Booking icon. Customers can request appointments for virtual meetings up to forty-eight (48) hours in advance. See Fig. 1 for the complete list of available days and times for each Service.

Fig. 1

Services	Week Schedule	Hours of Operation
40/50 Building Recertification	Monday through Friday	8 AM - 3:30 PM
Building Chief	Tuesdays	1 PM - 3:30 PM
	Thursdays	8:30 AM - Noon
Building Operations Manager	Monday through Thursday	8 AM - 10 PM
Electrical Chief	Tuesdays	1 PM - 3:30 PM
	Thursdays	8:30 AM - Noon
Environmental	Tuesdays and Thursdays	8:30 AM - 11:30 AM
Fire	Tuesday through Thursday	8 AM - 10 AM
Flood Chief	Tuesdays	1 PM - 3:30 PM
	Thursdays	8:30 AM - Noon
Homeowners	Monday through Friday	8 AM - 3:30 PM
Mechanical Chief	Tuesdays	1 PM - 3:30 PM
	Thursdays	8:30 AM - Noon
Permitting Questions	Mondays and Wednesdays	1 PM - 3 PM
	Tuesdays and Thursdays	8 AM - 11 AM
Planning	Monday through Friday	8:30 AM - 4 PM

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Policies and Procedures: Customer Flow Management System  
Page 2 of 2

Planning landscaping	Monday through Friday	8:40 AM - 4 PM
Plumbing Chief	Tuesdays	1 PM - 3:30 PM
	Thursdays	8:30 AM - Noon
Public Works	Mondays and Wednesdays	1 PM - 3 PM
Questions for Violations	Mondays, Wednesdays and Fridays	1:30 PM - 3:30 PM
	Tuesdays and Thursdays	8 AM - 11 AM
Records	Monday through Friday	8 AM - 3:30 PM
Roofing Chief	Tuesdays and Thursdays	8 AM - 10 AM
Special Events	Tuesdays and Thursdays	8 AM - 9:30 AM
		1 PM - 2:30 PM
Structural Chief	Tuesdays	1 PM - 3:30 PM
	Thursdays	8:30 AM - Noon
TCO-CO-Admin	Monday through Friday	8 AM - 3:30 PM
Urban Forestry	Tuesdays and Thursdays	8:30 AM - Noon

Virtual meetings are provided via the Microsoft Teams meeting application. Customers must join the meeting at the scheduled time. If after 15 minutes, the customer has not joined the session, the meeting is canceled.

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 2/14/2022 | 3:22 PM EST

Revised 12.21.2021

# MIAMI BEACH

## Policies and Procedures

### Document Storage

#### POLICY

All physical documents submitted to the Building Department will be kept according to the guidelines set forth by the General Records Schedule GS1-SL of the State of Florida.

#### PROCEDURE

##### **Storage – Original Hard Copy**

All physical documents received by the Building Department are submitted to the Records Management's section. Below are the procedures for the storage and retrieval of original hard copy documents:

1. All documents are placed in storage boxes by record series title and fiscal year. The boxes also contain the description of the contents. The boxes are labeled using a specified naming convention. Example:

Permit applications: BUILD APP FY-###  
Permit drawings: BUILD PLANS FY- ###  
CO/CC: BUILD CO/CC FY- ###

2. Box information is recorded in the Storage Log within the Records Management Database according to its assigned records series title.
3. Drawings, permit applications, and all permits related documents are boxed up and prepared for the document scanning. The imaging vendor picks up the boxes to be scanned on a biweekly basis.
4. Once scanned, the document storage vendor picks up the boxes to be stored until the retention policy has been met. All scanned documents are stored in the EDMS (Electronic Document Management System) for **life**.
5. Documents that are not considered for scanning are sent directly to the document storage vendor until retention has been met.
6. Once retention is met, the Records Manager generates a Destruction Report which designates the boxes that are to be destroyed.
7. Then, a Records Disposition Request (Form 105) is created based on the results of the Destruction Report.
8. The Records Manager prints the Records Disposition Request, signs it, dates it, scans it, and sends a copy to the City Clerk.
9. The City Clerk forwards a copy to the Internal Audit Department for review.
10. Once the audit is complete, the results are submitted to the City Clerk for review.
11. If no audit is required, the Internal Auditor signs, dates, and forwards the copy to the City Clerk.
12. The City Clerk signs, dates, and forwards the copy back to the Records Manager.
13. The Records Manager emails the Destruction Report to the document storage vendor

- to schedule the boxes for destruction.
14. Once the boxes have been destroyed, the Records Manager receives a Destruction Certificate from the document storage vendor.
  15. The hard copy is kept in the Records Manager's office to be made available for inspection as prescribed by the General Records Schedule GS1-SL of the State of Florida. The scanned copy is stored in Laserfiche.

### **Storage – Electronically Submitted Files**

These are files that have been uploaded to Energov for Electronic Plans Review. Below are procedures for adding approved files to the Electronic Document Management System (EDMS).

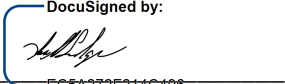
1. Finalization Team labels approved files by permit number and document type, ex. "BC2110505 Approved Plans".
2. Then, Finalization Team adds the approved files to the following directory: **F:\BUIL\E-PLAN REVIEW\Backup**
3. Then, Records Management staff moves the files contained in F:\BUIL\E-PLAN REVIEW\Backup to **F:\BUIL\\$REC\Completed from Energov to be uploaded to LF**.
4. Then, Records Management staff uploads all files contained in the F:\BUIL\\$REC\Completed directory to the EDMS (Laserfiche).
5. Once files have been uploaded, they are moved to the following directory as a backup in the event of EDMS failure: **F:\BUIL\\$REC\Backup**

All documents contained in Laserfiche within the Building Department repository are kept for **Life** retention.

### REFERENCE

- *Florida Statutes - Chapters 119 and 257*
- *General Records Schedule GS1-SL*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 4/13/2022 | 2:30 PM EDT

Revised: 4.13.2022

Previous Revision: 12/17/2018

# MIAMI BEACH

## Policies and Procedures

### Dual Occupancy

#### POLICY

Dual Occupancy for commercial spaces with an area of less than 750 sq. ft. can be approved as per Owner's request by submitting one (1) set of plans and a Building Permit application.

#### PROCEDURE

To complete a permit application for a dual occupancy, the applicant must state on the description section of the application that the submittal is for a Change of Use. The description on the permit application and plans shall clearly define the intention of compliance with all requirements for both Occupancies at the same time, and all the time. The total area to be occupied shall be less than 750 sq. ft. of usable space (not including bathrooms, A/C closets, etc.). These commercial spaces can be classified as Group B, Business (professional offices, not including medical doctors) and Group M, Mercantile (retail stores) only, at the same time.

Plans shall be reviewed for compliance with all applicable codes, regulations, and ordinances. Once the permit is approved, the inspections are completed, and the permit is in FINAL status, two Certificates of Occupancy will be issued, one for each Occupancy and Use. Each Certificate of Occupancy will be assessed the fees accordingly based on the current Fee Schedule. The space can be rented for any of these two uses. Any other Occupancy or Use will require a Change of Occupancy permit.

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:    
EC5A272F214C496...   
 Building Official/Director

DATE: 2/14/2022 | 4:16 PM EST

Revised 02.14.2022

# MIAMI BEACH

## Policies and Procedures

### Electronic Plan Review

#### POLICY

The Building Department has implemented concurrent electronic plan review services as a Citywide initiative to comply with the Key Intended Outcome: **Streamline the Delivery of Services Through All Departments and Improve Building/Development Related Processes from Single-Family Residences to the Large Development Projects.**

#### PROCEDURE

##### Plan Review Process

1. Customer must apply online via the Citizen Self Service portal to acquire a process number. For step-by-step instructions on how to begin the permitting process, please visit our Online Permitting Resource Center at <https://www.miamibeachfl.gov/city-hall/building/onlinepermits/> and scroll to the "How To" guides.
2. After files have been uploaded, clerks review each file for accuracy. Workflows may take up to 1-2 business days to create.
3. Once the workflow has been created, plans examiners are notified via task from EnerGov to begin plan review.
4. If plans are rejected after three reviews, then the architect or engineer must meet with the Building Official. Refer to the 3 Times Review Meeting Request Form located at our website; <https://www.miamibeachfl.gov/city-hall/building/forms/>
5. Once plans are approved, staff proceeds to finalizing procedures and uploads the plans in PDF format to Energov.
6. Applicant is notified via email to pay the balance of the permit fee and will also be notified of any pending document, (like the permit application), information (missing contractor's information or signature), or holds (expired contractors' insurance).
7. Permit Clerk verifies that payment and any holds or notices on the permit application or process have been satisfied or released.
8. If there are no holds or notices, the applicant receives an email from the permitting staff with instructions to download and print the approved drawings, supporting documents, and the permit card to be kept at the jobsite. **Drawings must be printed to a full size print. Files must not reduce scaling at time of print. Ex: Original size Arch D (24" x 36") files must be printed to size Arch D (24" x 36") paper.** Permit Card, Supporting Documents, and description of NOTICE OF ACCEPTANCE (NOA) may be printed at a size of **8.5" x 11" (Letter Size)**. Notice of Acceptance's drawing pages to be printed in **11" x 17" (Ledger Size)**. These size requirements are mandatory for inspections.

## REFERENCE

- *Florida Building Code In Effect*

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

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# MIAMI BEACH

## Policies and Procedures

### Emergency Repairs Standard Operating Procedure

#### **2023 Florida Building Code, Building, Eighth Edition**

#### **[A]105.2.1 Emergency repairs.**

Where equipment replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.

#### **POLICY**

In situations where equipment replacements or repairs are urgently required to address immediate safety or operational concerns, the following policy regarding emergency repairs shall be adhered to:

#### **PROCEDURE**

**Definition of Emergency Repairs:** Emergency repairs refer to situations where equipment replacements or repairs must be performed urgently to address immediate safety or operational concerns.

#### **Examples of Emergency Repairs:**

##### **Structural:**

- Emergency shoring for a structure.

##### **Electrical:**

- Replacement/repairs of electrical equipment affected by water leakage.
- Replacement/repairs of fire pump and emergency generators.
- Replacement of electrical equipment affected by fire.

##### **Plumbing:**

- Water heaters, either fuel gas or electrical type water heaters,
- Repairs to malfunctioning gas fuel type equipment and/or appliances,
- Water pumps, Sanitary and Storm sewer pumps,
- Damaged water lines and/or drainage lines, limited to the section to be repaired,
- Water supply and pressure reducing type valves,

##### **Mechanical:**

- HVAC system repairs and exact replacement.
- Replacement/repairs of mechanical equipment after a fire.
- Replacement/repairs of mechanical equipment in other special circumstances when, at the discretion of the chief inspector or the building official, is considered as an emergency for the occupants.

##### **Roofing:**

- Safety Concerns
- Fire Damage
- Leaking Roof

#### **Application Process:**

- **Assessment of the Emergency:** The property Owner, Contractor, or Engineer assesses the situation to determine if it qualifies as an emergency that requires immediate action to prevent harm to life, health, property, or the environment.

- **Contact the Building Department:** Please reach out to the Building Department via email at [ERepairAlert@miamibeachfl.gov](mailto:ERepairAlert@miamibeachfl.gov). Contacting the building department is essential to promptly notify them of the emergency situation and request an emergency permit. Ensure to furnish comprehensive details regarding the nature of the emergency and the specific tasks requiring attention.

**Submit an Emergency Permit Application:** The building department may require you to submit an emergency permit application. This application may include details about the emergency, the scope of work, and any plans or documentation related to the emergency repairs or modifications.

- **Inspections:** After the emergency work is completed, the building department may conduct inspections to ensure the work was done safely and according to code.
- **Follow-Up Permits:** Depending on the nature of the emergency work, you may need to apply for additional permits for permanent repairs or modifications after the emergency work is completed.

**Completion Timeframe:**

- In the event of emergency repair work performed on your property outside of regular business hours, weekends, or holidays, you may apply for a permit on the next business day. It is necessary to confirm that the work was conducted by a licensed contractor.
- An inspection by the city must be scheduled and completed promptly after the repair work is finished.

**Work Scope:**

- Only the work necessary to stop the emergency should be performed.
- To facilitate a seamless process, it is advisable to provide photographs documenting the condition before, during, and after the completion of the work.
- Repairs should not be covered up or concealed until inspections have been completed.

**PREPARED BY: Building Department**

APPROVED BY:   
Building Official

DATE: 07/18/24

# MIAMI BEACH

## Policies and Procedures

### Energov Permitting System Status Definitions

#### POLICY

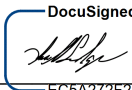
Building Department's current list of statuses along with definitions used in the Energov permitting system.

#### PROCEDURE

- APPLIED:** A permit application has been submitted and is in process of being reviewed.
- ISSUED:** Permit application reviews have been successfully completed, and permit is issued.
- FINALED:** All permit inspections have been completed, and the permit is successfully closed.
- EXPIRED:** A permit was issued but had no pass or partial pass inspections for 180 days. Expired permits may be subject to a Violation if not canceled or successfully closed out. Please refer to SOP on renewing expired permits.
- ABANDONED:** A permit application was submitted but a permit was not issued due to no review activity for 180 days. Abandoned permits are void and null, and a new application must be submitted to receive a permit.
- VOID:** An action/step done incorrectly which led the application/issued permit to be annulled.
- CANCELED:** The customer chose to cancel the project and no work was done.
- DENIED:** Applicant failed to meet the Florida Statutes 553 Timeline requirements.
- CLOSED:** Status to show the process has been completed; used only for BOA and PAU.
- REVOKED:** The Building Official may revoke a permit or approval issued under the provisions of the Code in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.
- SUSPENDED:** The Building Official may suspend a permit whenever there is reasonable belief the work for which a permit has been issued is not being performed in conformity with plans, specifications or descriptions, or approved plans are not being kept at the site. Suspended status also applies when the contractor requests removal from a permit; inspections

have taken place on the permit and a new contractor is required. Once a permit has been suspended, it shall not be reinstated until all existing violations have been corrected.

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496  
Building Director/Building Official

DATE: 2/20/2024 | 1:51 PM EST

Created: 8.24.2023

# MIAMIBEACH

## Policies and Procedures

### Ethics

#### POLICY

The City of Miami Beach Building Department promotes and maintains the highest ethical standards and reputation for all employees (public servants).

#### PROCEDURE

Impropriety, or the appearance of impropriety, compromises the City's reputation. To protect this delicate reputation and maintain the highest ethical standards, the City has imposed a zero-tolerance policy for any department that serves any function that is regulatory in nature. The Building Department, as a regulatory department, is strictly **prohibited** from receiving any gifts, favors, services, party invitations, bribes, unlawful compensation or rewards from individuals, businesses, or organizations that have or can potentially have a business relationship with the City of Miami Beach and might reasonably tend improperly to influence employee in the discharge of his/her official duties.

The Building department's employees must read, acknowledge, and adhere to the City Manager's Citywide Procedure, CM.02.01 which is attached. This Citywide Procedure defines Bribes, Unlawful Compensation or Rewards, Official Misconduct, and provides precise instructions to report them.

As stated in Section 2-447 of the Miami Beach, Code of Ordinances, a violation of this provision shall constitute grounds for dismissal from employment, removal from office, or other penalty as provided by law.

#### REFERENCE

- Miami Beach Code of Ordinances, [Section 2-449](#)
- Florida Statutes, [Sections 838.15](#), [838.16](#), and [838.22](#)

PREPARED BY: Building Department

APPROVED BY:

  
Building Official/Director

DATE:

1/4/2019

Revised: 01-03-2019

*We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.*

# MIAMI BEACH

## Policies and Procedures

### Existing Building Recertification (*Previously 40 Year Recertification*)

#### POLICY

All commercial and multifamily buildings that have been in existence for 30 years or older, 25 years for condominiums and cooperatives which are three (3) stories or taller will require recertification in order to remain occupied. Any change of occupancy on an existing building will maintain the building on the same recurring 10-year recertification cycle.

Exempt from recertification: single-family residences, duplexes, and minor structures as defined below, shall be recertified as specified by Miami Dade County Code section 8-11(f), in the manner described below. Minor structures are defined as any occupancy group having an occupant load of 10 or less and having a gross area of 2,000 square feet or less.

#### PROCEDURE

##### Determination of recertification requirement

The initial recertification pursuant to Section 8-11(f)(ii)(1) is completed within the above specified timeline of the completion of the building structure. The subsequent 10 years recertification, Sec. 8-11(f)ii (2), is completed every 10 years, again based on the year of completion of the structure or as defined by ordinance. Miami Dade County provides a list of the buildings that require recertification. This list is reviewed prior to sending out notices of recertification.

##### Owner Notification

Two (2) years prior to the recertification due date, the Miami Beach Building Department posts a notice on site. Reminders are sent one (1) year prior to the recertification due date as well as a final reminder at 90 days prior to the due date along with a notice posted on site. This recertification package includes a notice requesting the owner or owner's representative to hire a Florida licensed design professional to perform an Electrical and Structural inspection for the building/structure and file a signed and sealed report with the Recertification Section for review and approval.

##### After notification

In accordance with the Miami Dade County Code, section 8-11 (f). The Owner of a building or structure subject to recertification shall furnish, or cause to be furnished, within ninety (90) days of Final Notice of Required Inspection, a written report to the Building Official. All threshold buildings (above three (3) stories or fifty (50) feet or taller or with an occupant load of 500 people or more) must have the structural certification performed by a Florida licensed structural engineer and the electrical certification must be performed by a Florida licensed electrical engineer. All other structures reports may be prepared by a licensed engineer or architect in the State of Florida. The report must certify that each such building or structure is structurally and electrically safe or has been made structurally and electrically safe for the specified use for continued occupancy, in conformity with the minimum inspection procedural guidelines as issued by the Board of Rules and Appeals (BORA). Note: If the engineer or architect report is not submitted to the Building Department in 60 days, then a 30-day reminder (Red- Tag) will be posted on site.

Page 2 of 3

The Owner or Owner's representative must hire the appropriate Florida Licensed professional as noted above for inspection for the building and file a signed and sealed report with the "Recertification Section" in the City of Miami Beach Building Department for review and approval. Upon receipt of the Recertification reports (structural and electrical), verify that all related fees have been paid. The report will be routed to the Chief Structural Engineer and Chief Electrical Inspector for review. After Structural and Electrical approval, the Recertification requested will be sent to the Building Official for final approval. Once approval, and after applicable fees have been paid, recertification will be processed.

### **Extensions (Buildings Requiring Repairs)**

A 30-day extension may be granted if the Engineer/Architect inspected the building and determines that it does not pose harm to the occupants, and provides a written statement allowing the continued occupancy, and submits a request for an extension to obtain permits for repairs. A fee as per the Fee Schedule will be required prior to the approval of the extension.

**NOTE:** To facilitate expeditious compliance, the building department will fast-track the repair/restoration permits required for the building recertification the building recertification number must be included on the permit application.

### **Notice of Violation**

If the Recertification Report for a particular building is not submitted within the time limitation (90 days) established by the Miami-Dade County Ordinance, or an extension letter submitted, a building recertification violation will be issued with a fine and a late fee as per the Fee Schedule is assessed on the recertification record. The Notice of Violation will be posted on the building, and pictures of the posting will be taken as proof of delivery. After the posting of the Notice of Violation, a copy will be sent certified mail to the owner or owner's representative.

Failure to comply with the requirements of the Building Recertification Violation within 30 days' notice, the Building Recertification Violation will be forwarded to Miami Beach's Special Master. Non-compliance will result in the case being escalated to the Miami-Dade County Unsafe Structure Board (USB) and may result in an order for demolition of the structure and the need to vacate the building.

### **Report submission**

Building recertification reports may be submitted digitally via e-mail to [buildingrecertification@miamibeachfl.gov](mailto:buildingrecertification@miamibeachfl.gov) these reports should have a third party verifiable digital signature and seal. If a report is not digitally signed and sealed, then you may e-mail a scanned copy and submit the original signed and sealed report by mail or in-person appointment at:

City of Miami Beach  
Building Department  
1700 Convention Center Drive, Second Floor  
Miami Beach, FL 33139

### **Approved Structural and Electrical Reports**

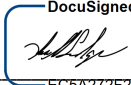
Building recertification cannot be approved if the property has open building violations and open or expired permits. If there are no open building violations, no open or expired permits, no outstanding fees due, and the recertification reports are approved, a Letter of Building Recertification is issued. This

letter shall be mailed to the property owner or owner's representative. Based on the year of the building/structure original completion, after a period of 10 years, the recertification process will start again, as per Miami Dade County Sec. 8-11(f)ii (2).

## REFERENCE

- *Chapter 8, Miami Dade County Code*
- *Florida Statute 553.899*
  
- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:    
EC5A272F214C496...  
Building Official/Director

DATE: 7/21/2022 | 10:40 AM EDT

Revised 07.21.2022

Previous Version: 02.16.2022



# MIAMI BEACH

## Policies and Procedures

### Expedited Plan Review

#### POLICY

Permits shall expire if the work is suspended or abandoned for a period of 180 days as mandated by the Florida Building Code.

#### PROCEDURE

All requests will be subject to the Building Official's approval. Fees are charged on a per discipline basis. *Refer to Fee Schedule for current rate.*

The Expedited Plan Review Request form may be submitted via email to [BuildingAdmin@miamibeachfl.gov](mailto:BuildingAdmin@miamibeachfl.gov).

Requests are accepted Monday through Thursday from 8 a.m. until 2 p.m. (NO EXCEPTIONS).

Application processing is performed nightly.

Reviews are completed over the weekend. Applicants will be notified the following Monday via email.

Invoices are required to be paid prior to reviews commencing.

**Note: Initial plan reviews must be completed before any expedited reviews can be requested.**

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272E21AC496  
Building Official/Director

DATE: 2/7/2023 | 10:22 AM EST

Revised 2.06.2023

Previous Revision: 02.14.2022

# MIAMI BEACH

## Policies and Procedures

### Expired Permits

#### POLICY

Permits shall expire if the work is suspended or abandoned for a period of 180 days as mandated by the Florida Building Code.

#### PROCEDURE

If work has commenced and the permit expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work or all work must be removed. A new permit must be issued to include the existing work in place and require the complete structure to be compliant with all applicable regulations and codes in effect at the time the initial permit became expired and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

If a new permit is not obtained within 180 days from the date the initial permit expired, the building official is authorized to require that any work which has commenced or has been completed be removed from the building site.

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 8/5/2022 | 11:40 AM EDT

Revised 08.05.2022

Previous Versions: 02.15.2022

# MIAMI BEACH

## Policies and Procedures

### Flooring Permits

#### POLICY

All commercial properties, including condominium units, are required to obtain a permit for flooring.

#### PROCEDURE

The contractor will need to submit the Building Permit Application, Flooring Permit Affidavit, two copies of floor plans indicating the area of installation, and two copies of the soundproofing manufacturer's literature with assembly value that complies with the Florida Building Code highlighted. The Permit Application must precisely indicate **the area of work measured in square feet**, and if the work is for **Interior Flooring Only, Exterior, or both.**

**Inspections:** A soundproofing and final inspections will be required.

**Interior Flooring Only:** No plan reviews or approvals are required to issue this permit. The process may take up to 1-2 business days. *Please see [Permit Checklist for Building – Condominium Online Flooring \(Interior Flooring Only - No Bathroom-Balcony\)](#).*

**Exterior Flooring:** Review will be mandatory to permit flooring on balconies, terraces, porches, bathrooms, lobbies, and all Public Commercial Areas. *Please see [Permit Checklist for Building – Commercial Flooring \(Use for flooring outside and in bathroom\)](#).*

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496  
Building Official/Director

DATE: 12/19/2023 | 10:42 AM EST

Revised 12.19.2023

Previous Revisions: 02.14.2022

# MIAMI BEACH

## Policies and Procedures

### **FOG Discharge Control**

#### POLICY

To ensure compliance with the Miami Dade County Ordinance 18-22 regarding the Fats, Oil, and Grease (FOG) Discharge Control Operating Permit, the Building Department will have a simplified process for review, approval, and inspection.

#### PROCEDURE

##### **New Grease Trap**

Grease traps, when being installed as part of a new construction, will require the following items to obtain the Grease Discharge Operating Permit approval:

1. An approved City of Miami Beach plumbing sub-permit indicating the Grease Trap to be installed in the description of work section.
2. An approved Grease Discharge Operating (GDO) Permit issued by Miami Dade County.
3. Once the applicant has acquired the plumbing sub-permit and FOG Discharge Control Operating permit, inspections for both permits must be performed. The plumbing sub-permit must be finalized as a requisite to final the GDO permit from Miami-Dade County.
4. The FOG inspectors from City of Miami Beach add the new facility along with the FOG permit information to a locally maintained database.
5. FOG inspections are performed annually.

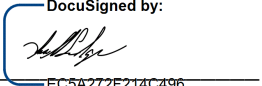
##### **Existing Grease Trap**

Facilities with an existing grease trap must have an approved FOG Discharge Control Operating Permit or Grease Discharge Annual Operating (GDO) Permit along with a maintenance log documenting FOG removal details i.e., dates, volume, company name, etc. If upon inspection, a facility is not in compliance, the FOG inspector will submit a complaint to the Building Department Violations' Section to post an Unsafe Structure violation to the business' owner. The violation will be closed once the plumbing permits' final inspection passes.

To remedy the violation, the facility owner must proceed with the following:

1. Apply for a plumbing permit for a grease trap with the Building Department.
2. Then, the applicant must apply for a FOG Discharge Control Operating Permit with Miami Dade County. For the permit application, plans submittal's checklist, and additional information on FOG permits, please visit the websites cited above.
3. Once the applicant has acquired the plumbing and FOG Discharge Control Operating permits and work is performed, inspections for both permits must be completed. The FOG inspection (request via email to [IFOG2@miamidade.gov](mailto:IFOG2@miamidade.gov) is required **prior** to the plumbing final inspection from the City of Miami Beach. After the Plumbing final inspection passes and the plumbing permit is finalized, then Miami-Dade County closes the FOG Discharge Control Operating permit.
4. The Unsafe Structures violation is closed upon approval of final inspection and closure of the plumbing permit is obtained.
5. The FOG inspector records the existing facility along with the FOG permit information to a locally maintained database.
6. FOG inspections are performed annually.

PREPARED BY: Building Department

APPROVED BY:  DATE: 2/18/2022 | 12:26 PM EST  
Building Official/Director

Revised: 02.14.2022  
Previous Versions: 11.13.2018

# MIAMI BEACH

## Policies and Procedures

### Foundation Only Permits

#### POLICY

The Building Department offers the option of foundation only permits which allows the applicant or developer to lay foundations before getting the building permit for the entire structure.

#### PROCEDURE

A submittal of a building permit application, a cost affidavit, the CPMP (Construction Parking Management Plan) for job values greater than \$250,000, or an Affidavit in lieu of Construction Parking Management. If the CPMP was submitted with the master, payment of the up-front fees and the following requisites are mandatory to obtain a foundation only permit:

- Surveys, less than 6 months
- Full site plans
- Full lower-level floor plans (garage level)
- Foundation plans
- Structural plans
- Structural load calculations
- Architectural floor plans, elevations, and sections
- Geotechnical Reports
- Special Inspector form, if applicable
- Threshold inspector form, if applicable
- Electrical bonding underground details
- Plumbing underground details
- Hold harmless letter
- Plans, other than Foundation and Underground, to be stamped with "For Reference Only"

Before submitting a foundation permit only, a pre-submittal meeting form must be submitted to schedule the consultation. It will be determined if the conditions of this permit type have been met and the required reviews, including the approvals from outside agencies, like DERM. Owners must assume the risk that the master permit may not be approved.

The foundation permit will require a revision to the master permit.

#### Scope of work

Under a foundation only permit, constructions of footings, and grade beams will be permitted to lowest excavated point of the building only. No slab construction

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is permitted under a foundation permit only. Construction must stop when those elements are complete. Failure to abide by these rules will result in the issuance of a Stop Work Order.

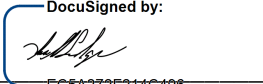
### Closing of permit

Once the foundation is complete, work may not continue unless the revision which includes the entire building, is approved.

### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  DATE: 2/18/2022 | 12:26 PM EST  
Building Official/Director

Revised 02.16.2022  
Previous Version: 2.27.2020

# MIAMI BEACH

## Policies and Procedures

### Inspections

#### POLICY

The Building Department conducts inspections to ensure that construction and development are compliant with the Florida Building Code and all applicable codes.

#### PROCEDURE

Inspections may be requested, canceled, or re-scheduled via the Civic Access portal.

**Important:** If you are neither the contractor nor the owner, you must be added to each permit for which you seek access to. To be added to a permit, you must submit a notarized letter from the contractor or the owner giving you consent to be added as a contact.

Inspections are performed Monday through Friday from 8:30 a.m. to 3:30 p.m.

Jobs, which value exceeds \$5,000, require a recorded Notice of Commencement (NOC). NOCs can be recorded by the Building Department's Records Management section or at the Miami-Dade County Recorder's office.

#### Virtual Inspections

The Building Department is allowing virtual inspections for certain inspection types. For a complete list of virtual inspections allowed and the procedures to follow, click [here](#).

#### Job Site Requirements

The following are required for inspection:

- The approved job copy of the plans and documents
- Permit Card
- Recorded Notice of Commencement
- Property address must be properly posted and visible from the street
- Job to be inspected must be accessible
- An OSHA approved ladder must be available if needed
- Inspections Routes
- Due to inspection routes being reordered during the hours of 7:30 a.m. to 8:15 a.m., it is best to verify the order of inspection after that time. If you cannot find your inspection after these hours, most likely it is not scheduled for that day.

#### Re-inspection Fees

Any inspection after initial inspection, that is failed by an inspector more than two times,

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shall be charged a fee of four times the amount of the fee imposed for the initial inspection or first reinspection, whichever is greater, for each such subsequent inspection. (See *Fee Schedule*)

**Concealed Work**

A fine will be imposed on all concealed work pursuant to Section 8-CC of the Miami-Dade County, FL Code of Ordinances. For the first repeat violation, the amount of the civil penalty shall be double the amount of penalty prescribed for the original violation. Click [here](#) to read more about concealed work without the required inspections.

**Expedited Overtime Inspections**

Applicants may request Expedited Overtime Inspections. The fee for the Building Department's Expedited Overtime Inspection is charged per trade requested. Requests must be submitted via email to the specified trade's chief twenty-four (24) hours prior to the requested inspection date. (See *Fee Schedule*)

Requests must include the following:

- A company letter head formally requesting the OT inspection to the Building Official
- Type of inspection, date, and time requested for the inspection
- Permit number
- Job Address
- Reason for the OT inspection
- Name and phone number of a company representative to be present at the job site
- Signed and notarized by the Qualifier
- Original letter, copies not accepted

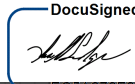
**Note:** A company representative must be present at the job site for the inspection.

Payment of any fees due must be made prior to inspection.

**REFERENCE**

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
DocuSigned by:  
EC5A772E214C496  
 Building Official/Director

DATE: 3/28/2024 | 7:47 AM EDT

Revised 3.26.2024

Previous Version: 12.19.2023

# MIAMI BEACH

## Policies and Procedures

### Minimum Value for New Construction and Alteration

#### POLICY

The Building Official has established a minimum job value per square foot for new construction and alterations.

#### PROCEDURE

The following are the current minimum values established by the Building Official:

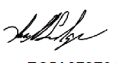
- Minimum value for **new construction** shall be \$110.00 per square foot
- Minimum value for **alteration/remodeling** shall be \$60.00 per square foot

The permit system, EnerGov, calculates the minimum job value for new construction and alterations based on the square footage entered. The Permit Clerk may not decrease the job value for new construction and/or alteration below the minimum value.

#### REFERENCE

- Florida Building Code, 2017

PREPARED BY: Building Department

APPROVED BY: \_\_\_\_\_  
DocuSigned by:  
  
EC5A272F214C496...  
Building Official/Director

DATE: 6/8/2022 | 2:03 PM EDT

Revised: 06.08.2022

Previous Version: 11.20.2018

# MIAMI BEACH

## Policies and Procedures

### New Construction with Seawall

#### POLICY

The Building Department conducts plan reviews for new construction projects to ensure that plans submitted for permitting follow the Florida Building Code, all other applicable codes, and the required outside agencies' approvals are obtained. New construction projects with a seawall need to obtain two separate permits. One for the new construction and another for the seawall.

#### PROCEDURE

Plans submitted for the new construction will be reviewed by certified plan reviewers for code compliance. When new construction includes a seawall, plans must show the correct final seawall elevation and it needs to be noted on these plans that the seawall will be permitted under a separate permit.

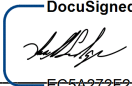
The seawall permit must be in Applied status before the approval of the new construction permit is obtained.

Construction of the new structure can begin once plans are approved and the master permit is issued. This will allow the piles, caps, and slabs to be poured, as well as the site grading and drainage to be completed, but the seawall permit must be issued before the vertical construction starts. The New Construction plans will be stamped with a note indicating that: *"Vertical construction can't begin until the seawall permit is issued"*. Additionally, the Structural Reviewer will add a hold/notice to the permit record in EnerGov, (the permitting system), stating that this new construction cannot extend vertically until the seawall permit is issued.

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
DocuSigned by:  
EC5A272F214C496...  
 Building Official/Director

DATE: 2/18/2022 | 12:26 PM EST

Revised 02.15.2022

Previous Version: 08.22.2018

# MIAMI BEACH

## Policies and Procedures

### Notice of Commencement (NOC)

#### POLICY

Before commencing to improve any real property or recommencing completion of any improvement after default or abandonment, an owner or the owner's authorized agent shall record a notice of commencement. The Notice of Commencement (NOC) is required when improvements' value is greater than \$5,000.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$15,000.00 in value. This notice must be signed by the property owner.

#### PROCEDURE

The Building Department requires a recorded notice of commencement prior to issuing a master permit, standalone permit, or a change of contractor on a master or standalone permit. NOCs may be filed electronically via the Miami Dade County Clerk of Courts (<https://www.miami-dadeclerk.com/eRecording.asp>) or via the Citizen Self Service (CSS) portal ([mbselfservice.com](http://mbselfservice.com)). If submitting via CSS, please apply using the Building Records Request application.

#### REFERENCE

- *Florida Statute 713.13*

PREPARED BY: Building Department

APPROVED BY:  DATE: 4/15/2024 | 9:02 AM EDT  
Building Official/Director

Revised 04.15.2024

Previous Revision: 02.15.2022

# MIAMI BEACH

## Policies and Procedures

### Outside Employment

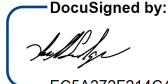
#### POLICY

Building Department's outside employment approval process.

#### PROCEDURE

- All full-time city employees seeking and/or continuing existing outside employment must submit both an Outside Employment Statement and a Request for Approval of Outside Employment form prior to beginning outside employment as well as annually before July 1<sup>st</sup>.
- No outside employment shall take place before approval from the City.
- The Building Department does allow outside employment, that does not interfere with the employee's duty to the City or create an ethical violation, with approval from the employee's Supervisor, Building Director, HR Director, ACM/DCM, and the City Manager.
- Due to the high ethical standards, the Building Department hereby limits the number and the type of Outside Employment effective July 1<sup>st</sup>, 2022.
- The Building Department does not allow outside employment for work as a licensed contractor. The Building Department employee cannot own a construction company and cannot be employed by or qualify a construction company.
- When there is no conflict with the Building Department position and approved by the City, the employee may hold a maximum of three employments including the position in the Building Department. As such, a City of Miami Beach Building Department Employee may hold up to two outside employments in addition to the position held at the City. However, the employee as described above may request consideration from the City for an additional employment based on special circumstances. Approval of such a request is at the sole discretion of the City.

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Director/Building Official

DATE: 6/22/2022 | 8:41 AM EDT

Revised 6.21.2022  
Created 6.7.2022

# MIAMI BEACH

## Policies and Procedures

### Payments

#### POLICY

Payments shall be made for fees assessed by the Building Department.

#### PROCEDURE

Payments may be made securely online with debit cards, credit cards, or checks using the following link: <https://secure.miamibeachfl.gov/payments/> from any device with internet access.

The credit card limit is \$10,000 and the e-check limit is \$55,000. Amounts greater than this can be paid in-person at the cashier or by wire transfer. For wire transfer information, please email [buildingfin@miamibeachfl.gov](mailto:buildingfin@miamibeachfl.gov).

The Finance Department cashier's stations located on the 1st floor of City Hall or at the Customer Service Center of the Meridian Building accept payment via a valid debit or credit card, cash, money order, or check. Check payments will only be accepted from permit holder. The permit holder is the contractor of record or in the case of an Owner/Builder, the property owner.

In the event a check is returned for insufficient funds, a **HOLD** will be placed on the contractor's data base which will prevent the calling of inspections or pulling new permits until the payment and corresponding penalties are satisfied. The HOLD will be released by the permitting staff upon proof of payment is presented.

**PLEASE DO NOT MAIL PAYMENTS.** Payments received by mail will not be processed and will be returned.

PREPARED BY: Building Department

APPROVED BY:   
Building Official/Director

DATE: 5/19/2022 | 7:48 AM EDT

Revised: 05.18.2022

Previous Version: 07.16.2019

# MIAMI BEACH

## Policies and Procedures

### Permit Extension, Renewal, and Cancellation

#### POLICY

The Department processes permit extension, renewal, and cancellation requests.

#### PROCEDURE

To close a permit all required inspections, for both the master permit and sub-permits, must be completed and in final status.

#### Extension

**Issued Permits:** If a permit is about to expire, and the permit holder will not be able to request and pass a mandatory inspection prior to the expiration date, a permit extension may be requested. This extension can only be requested when the permit is still in Issued status and not expired.

If granted, the permit will be extended for **180** days. If a second extension is requested, permit clerks must request approval from Administration prior to issuing an extension. Applicants are required to submit a letter explaining the reason for the extension request. The letter must be addressed by the owner or contractor **ONLY**. *(See Fee Schedule for fees.)*

**Applied Status:** If a permit application has no activity for 180 days, the application is placed in Abandoned status. Applicants may request an extension prior to the application entering Abandoned status.

If granted, the application will be extended for **90** days. If a second extension is requested, permit clerks must request approval from Administration prior to issuing an extension. Applicants are required to submit a letter explaining the reason for the extension request. The letter must be addressed by the owner or contractor **ONLY**. *(See Fee Schedule for fees.)*

Extensions may be requested via the Citizen Self Service (CSS) portal. The application to use is **Permit Application Updates (PAU)**.

#### Renewal

**Issued Permits:** If a permit has expired and all required inspections have not been completed, then a permit renewal is needed to reopen the permit and then continue scheduling all the remaining inspections. Permits will be renewed for 180 days. A renewal fee of 25% of the building permit fee will apply and a processing fee for every 180 days the permit has been expired for.

Request for renewal of an expired permit requires Administration approval.

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Renewals may be requested via the Citizen Self Service (CSS) portal. The application to use is **Permit Application Updates (PAU)**. If the permit was done by owner, then only the owner's notarized signature is required. A renewal fee will be charged according to the current Fee Schedule.

When the original contractor cannot be found or needs to be changed, both the owner and the new contractor must sign and notarize a new permit application for a change of contractor submittal. In the case where only Final inspections are pending, the owner may serve as contractor. Change of Contractor applications may be requested via the Citizen Self Service (CSS) portal. The application to use is **Permit Application Updates (PAU)**. In this case, the expired permit will be charged with the renewal and the change of contractor's fees using the same application according to the current Fee Schedule.

### Cancellation

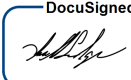
If a permit is in Issued status, but no work has been performed and no inspections have been requested, a permit cancellation may be requested. A Building Administrative Processing fee will be charged for the cancellation based on the current Fee Schedule. Permit Cancellations may be requested via the Citizen Self Service (CSS) portal. The application to use is **Permit Application Updates (PAU)**.

There will be no refund of the original permit cost if this option is sought.

### REFERENCE

- Chapter 489, Florida Statutes
- Florida Building Code In Effect

PREPARED BY: Building Department

APPROVED BY:   
EG5A272F244C496...  
Building Official/Director

DATE: 12/7/2023 | 3:35 PM EST

Revised 12.07.2023

Previous Revision: 6.21.2023

*We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.*



# MIAMI BEACH

## Policies and Procedures

### Permit Fee Refunds

#### POLICY

The Department processes permit fee refunds as established by the current Fee Ordinances. Refunds will be issued to the Property Owner of record or the contractor if approved by the Building Official.

#### PROCEDURE

Refunds must meet the following conditions:

- A Permit Fee Refund Request Form must be submitted not later than 90 days after the issuance of the permit.
- Plans review has not commenced, no work was performed under the permit, or inspections performed.
- Permit covers work within the City of Miami Beach's jurisdiction.
- The permit is valid and not expired, or it has not been revoked, or cancelled.

If the request meets the above criteria, then the applicable permit fees may be refunded as follows:

- Building Fees only:
  - Full Refund less minimum permit, upfront, and outside agencies' fees, if no reviews have taken place (including over the counter permits). This includes the training and tech fee.
  - Permits under which no inspections were performed are entitled to a 50% refund of the building permit fee line item only, if requested within 90 days of permit's issuance.
- Planning, Public Works, Fire, and Parking fees related to Building permits:
  1. Full refund provided that no plan review has commenced, and permit has not been issued.
  2. For over the counter permits, a full refund (including training and tech fee) may be refunded provided that:
    - a. The permit holder makes a written request prior to the permit's expiration date, and
    - b. No work as evidenced by any recorded inspection has commenced under such permit.
  3. Sanitation Surcharge and Construction Parking Management Plan Fee (CPMP): Refunded in full provided that no work as evidenced by any recorded inspection has commenced under such permit.

Refunds are not granted for the following:

- Minimum permit fees, upfront fees, and outside agencies' fees as specified in Appendix A, section 14-62(a).
- Permits for which plans review has commenced or inspections performed.
- Permits revoked by the building official under authority granted by the Florida Building Code.
- Permits cancelled by court order.
- Permits which have expired.
- Permits revoked by the Building Official.
- Permits under which work has commenced as evidenced by any recorded inspection unless the refund is due to an overcharge by the city.
- Permits under which no inspections were performed are entitled to a 50 percent refund of the building permit fee line item only if requested within 90 days of permit's issuance.
- No refund shall be provided after 90 days of the issuance of the permit.

To obtain a refund, customers must follow the steps below:

- The customer must submit a *Permit Fee Refund Request Form* to the Permit Counter with the payment receipt of subject permit attached.
- The request is reviewed by the Building Permit Services Manager. She will assess and note on the Refund Form the state and county **non-refundable** surcharges. All refundable and non-refundable fees are itemized and listed by fee names in EnerGov in the corresponding permit record.  
Customers will be notified by telephone if the request is not approved.
- Reviewed requests will be forwarded to Administration for approval/denial.
- The Permit Fee Refund Request form and back up documentation are sent to the Financial Analyst I for processing, if refund is approved by the Building Official. Otherwise, the form and back up documents will go back to the Permit counter for permit clerks to notify the customer of the denial.
- After the Financial Analyst I completes the refund process, it is sent to Finance Department for the processing of the refund check. Finance Department mails the Refund check to the Property Owner of record.

#### REFERENCE

- *City of Miami Beach Building Department Fee Schedule*

PREPARED BY: Building Department

APPROVED BY: \_\_\_\_\_

Building Official/Director

DATE: \_\_\_\_\_

7/1/2019

# MIAMI BEACH

## Policies and Procedures

### Phased Permits

#### POLICY

The Building Official is authorized by the Florida Building Code (Section 105.13) to provide Phased Permit's approval for construction projects.

#### PROCEDURE

A phased permit is valid for six (6) months. The Master permit must be obtained within six (6) months from the issuance date of the Phased permit. Requests for extension must be submitted to the Building Official for approval. If approved the applicant will have an additional 180 days to obtain the Master permit.

#### Requirements

The first step when applying for a Phased Permit is to request a Pre-Construction Meeting with the Building Official. Master permit must be applied for prior to applying for phased permit. For the list of required documents, the Phased Permit checklist may be obtained via the Building Department's Permits page (<https://www.miamibeachfl.gov/city-hall/building/permits/>). Required forms may be downloaded via Building Department's Forms page (<https://www.miamibeachfl.gov/city-hall/building/forms/>).

Phased permits are not allowed in occupied buildings.

#### REFERENCE

- Florida Statute 713.13
- Florida Building Code In Effect

PREPARED BY: Building Department

APPROVED BY:    
EC5A272F214C496...   
 Building Official/Director

DATE: 2/18/2022 | 12:26 PM EST

Revised 02.15.2022

Previous Version: 03.05.2020

# MIAMI BEACH

## Policies and Procedures

### Private Provider

#### POLICY

The Building Official may approve Private Providers to offer plan review and inspection services as authorized by Florida Statute 553.791.

#### PROCEDURE

A property owner may contract a Private Provider to provide **plan review and inspections or inspections only** for a construction project. All sub-permits associated with the master permit must follow the private provider selection on the master permit. The property owner must provide a signed and notarized Notice to Building Official form to the Building Official. In addition to this Notice, the following items are also required with the application:

- The complete permit application indicating the name of the Private provider and scope of work and duties under the permit description.
- A list of the Private Providers conducting plan review and inspections.
- An insurance certificate with the coverage required by F.S. 553.791 listing the City of Miami Beach Building Department as a Certificate Holder.
- For **Residential properties new construction, additions and major interior renovations**, these additional forms are required:
  - Contractor for Private Provider Residential Pre-Construction Occupancy Agreement,
  - Owner Pre-Construction Occupancy Agreement, and
  - Private Provider Residential Pre-Construction Occupancy Agreement

Required Private Provider forms are located at <https://www.miamibeachfl.gov/city-hall/building/forms/> under the title Private Provider Forms within the Application heading.

The plans review process will only commence after the Building Official examines and approves the application. For Inspection only Private Provider, inspections should not commence until Building Official has approved.

If the Private Provider will be performing plan review and inspection services, a Private Provider Compliance Form must be submitted with the plans that have been approved by the Private Provider. The Building Official must approve the Private Provider's documentation before plans review can start. Once the Building Official approval is granted and entered in the system, then the Plan review will commence. Plan review and approvals are mandatory to obtain the Phase Permit. The Building Department will not repeat the reviews conducted by the Private Provider.

A Private Provider and any Duly Authorized Representative may only perform building code inspection services that are within the disciplines covered by that person's licensure or certification

under Florida Statutes, Chapter 468, Chapter 471, or Chapter 481. A Private Provider may not provide building code inspection services pursuant to this section upon any building designed or constructed by the Private Provider or the Private Provider's firm. An inspection log must be maintained at the job site an inspection log in a form specified by the City and that all inspections required under the FBC will be made by the individuals listed in the verification forms and recorded in the log. Upon completion of the work the private provide will submit to the Building Official the completed inspection log and a certification.

The Building Official or her/his qualified staff may visit the site as necessary to perform quality control inspections and ensure the Private Provider is performing all required inspections and that the plans and site work are coordinated. The inspector will document the field inspections with the appropriate inspections' names:

Private Provider Monitor Inspection – Buil  
Private Provider Monitor Inspection - Elec  
Private Provider Monitor Inspection - Mech  
Private Provider Monitor Inspection - Plum  
Private Provider Certificates/Reports/Logs

An initial field inspection must be scheduled by each trade on site within 90 days of the master permit and/or sub-permit issuance. This initial inspection will be required for all permits and sub-permits. This inspection is to verify the quality of the inspections and logs. The permit will be revoked if these field check inspections are not scheduled with the department and each individual trade.

The Private Provide sub-permit may be used by the private provider firm to upload the field logs and reports to the Building Department this will assist in extending the permits.

The Building Department will issue the Temporary or Final Certificates of Occupancy/Completion based on the private providers sworn statement of completion. The Building Official may issue a stop work order if a threat to public safety and welfare exist.

Upon completions of all inspections, the Private Provider shall prepare a certificate of compliance and summarize the inspections performed. The certificate of compliance must include a statement that the construction complies with the approved plans and the applicable codes.

## **Procedures for Submitting Inspection Logs**

Private Providers are required by law to submit inspection logs to the Building Department. Private Provider logs must be submitted electronically. Prior to uploading inspection logs, Private Providers must be sure to have an account in CSS associated with the active permit. Also, the proper naming convention must be applied to documents submitted. Documents should start with trade name followed by inspection name. For example, "Building – Door Bucks" or "Electrical – Low Voltage Final"

If a permit is near to expire and/or Final inspection, an inspection should be requested. This will alert the City inspector to review the logs and, if acceptable, pass the inspection. The passed inspection will extend the expiration date on all related permits. The following are available inspections that may be requested for each inspection type:

Bldg - IN - Private Provider Cert/Reports/Logs – Building  
Bldg - IN - Private Provider Cert/Reports/Logs – Mechanical  
Bldg - IN - Private Provider Cert/Reports/Logs Electrical  
Bldg - IN - Private Provider Cert/Reports/Logs Plumbing

If the inspection is related to a Final Inspection log, the City inspector will review as required and, if acceptable, finalize the permit.

There will be, by default, two sets of the inspections listed above for each inspection type. If additional inspections need to be added such as in the case of projects that require longer lead times, then Private Providers may submit their request to [buildinginspections@miamibeachfl.gov](mailto:buildinginspections@miamibeachfl.gov).

## **Private Provider Inspections Only**

### **POLICY**

The Building Official may approve Private Providers to provide inspection services as authorized by Florida Statute 553.791. (Within 180 days of permit issuance, if work has not begun and there is no violation associated with the permit).

In order to add private provider for inspections to a permit after issuance of the permit without prior approval, the following conditions must be met

- No work has commenced on the project and no work can be performed under the Private Provider until this permit is approved and issued.
- The revised application for the project is submitted under the master permit using the Private Provider permit type to create a Private Provider sub-permit.
- The Building Official will review the revised application and all the required documents
- See list from page 1 of required items

Once a permit is secured, deviations from the approved documents during construction shall result in inspection rejection by the registered person and or City inspector at the time of quality control inspection. Any required changes must be filed with the Building Official as revisions to the permit and be approved prior to inspection approval. Any revisions that include a change of the list of individuals authorized to perform inspections must be submitted to the Building Official and include a signed affidavit and verification form prepared by the same individual who issued the original affidavit and verification form. Further be advised that the individual permit holders must request required inspection from the Building Official in accordance with established procedures.

## Digital Sealing of plans for Private Providers' submittals

### POLICY

The Building Department accepts Private Provider permit submittals online.

The applicant of a Private Provider submittal must follow these guidelines:

1. Initial Permit Submittal:

- Private Provider will provide a document outlining the specific digital files already submitted and currently in review at the Building Department. Private Provider will refer to the document type (i.e. Architectural drawings) and will refer to the digital signature name/date.
  - i. Private Provider will submit this document directly to CMB using CSS when the permit drawings are uploaded by the plan's expediter or designee.
  - ii. This document can also be uploaded directly to the system if the Private Provider is the one submitting the permit documents to CMB.

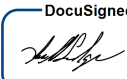
2. Approved plans:

- Private provider will provide the department's Plan Compliance Affidavit, along with a set of drawings being approved. The list of drawings described in the affidavit will include sheet names, latest revision number, and the digital signature name/date.

### REFERENCE

- *Chapter 468, 471, 481 and 553, Florida Statutes*
- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 12/19/2023 | 10:42 AM EST

Revised: 12.19.2023

Previous Version: 6.26.2023



## Policies and Procedures

# Public Records Requests

## POLICY

Building Department records, as afforded by Chapter 119 of the Florida Statutes, shall be made available upon request.

## PROCEDURE

### Submitting a Request

Applicants may submit a public records request for Building Department records via the [Citizen Self Service \(CSS\)](#) portal. The application type is Building Records Request.

### Processing a Request

1. If the applicant specifies up to five (5) permit numbers, no labor charge is required, and a workflow is created. The process may begin as follows:
  - a. A search in Laserfiche is performed.
  - b. If records are found, the workflow is closed and documents are uploaded to the permitting system for retrieval from the applicant.
    - i. If the applicant requests delivery via printed paper or CD, an invoice is generated and sent to the applicant for payment via email.
    - ii. Once the invoice has been paid, records are delivered using the method requested.
    - iii. The status of the record is changed to "Closed".
  - c. If records are not found, the workflow is closed, the applicant is notified, the status of the record is changed to "Closed".
2. If an applicant does not specify a permit number(s) and submits a general request for plans for a particular property(s), a permit history report is generated.
3. If the permit history report does not return results or the applicant is requesting drawings for the entire building which is not available in the permit history report, a search through the Building Card is performed. The Building Card contains permit history as well as Certificate of Occupancy data for properties built prior to 1990.
4. If records are not readily available in Laserfiche but are located in a scanned microfilm file to be extracted and, the time to parse the file exceeds thirty (30) minutes, a labor fee is assessed using the labor calculator and an email is sent to the applicant with the estimated cost of records. The verbiage to use in the response is as follows:
  - a. *"Thank you for submitting your request for records. The estimated cost to produce the records requested is \$### and will be ready by Date##/##/####. We require an upfront payment of 50% of the estimated cost. Please reply confirming that you wish to proceed so that we may send you the invoice for payment. Alternatively, if you wish to select a specific permit(s), please reply with the desired permit number(s) so that we may invoice you accordingly."*
5. If the applicant responds confirming to proceed, an invoice is generated and sent to the applicant for payment via email.
6. Once the invoice has been paid, a workflow is created and step 1.a is followed.



7. If the requested document is not in Laserfiche and was recently approved/submitted; a search within the permitting system is performed.
8. For records that are not electronic or digitized, a search in the Records Management database is performed to retrieve the box number.
  - a. If the box is available in storage, a request to retrieve the box is made to the storage vendor.
  - b. Records are scanned and uploaded to Laserfiche
9. If, after completing the request, additional costs are warranted, the Job Value must be updated prior to creating the invoice.
10. Once the request has been completed, the workflow is closed and the final invoice is generated and sent to the applicant for payment.
11. If the applicant only requests a report such as inspection history, violation history, etc., a workflow is created and steps 1.b -1.c are followed.

### Lost Plans

1. If the applicant is requesting a copy of a permitted set to be used for inspections, the following fees apply:
  - a. \$50 Lost Plans Fee
  - b. \$1 per page for certification of the printed set
  - c. \$0.20 per page for Ledger size copies and/or \$0.15 per page for Letter/Legal size copies

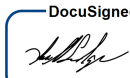
### Fees

Refer to the Building Department Fee Schedule.

### Payment

Invoices may be paid online, <https://secure.miamibeachfl.gov/payments/>

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 4/13/2022 | 2:30 PM EDT

Revised 04.13.2022

Previous Revision: 02.14.2022

# MIAMI BEACH

## Policies and Procedures

### Special Event Permits (Temporary Structure Permit)

#### POLICY

To streamline the permit process for special events, the Building Department has a simplified process for review, approval, and inspections according to the following procedures.

#### PROCEDURE

Any event with two or more contractors will be required to obtain a master permit issued to a licensed general contractor. In addition, one permit per discipline must be obtained by a licensed contractor for all electrical, mechanical, or plumbing work.

For **interior events**, any existing building where the maximum occupant load of the area to be used is not exceeded and no additional electrical, mechanical, or plumbing installations are required, will be exempt from Building permit requirements; however, the Special Event Permit from TCED will be required.

For all **exterior/outdoor events**, event planners must comply with all the requirements of the City of Miami Beach Special Events office along with all Police, Public Works, and Code Enforcement requirements. Additionally, the Building Department will require a building permit. For all exterior/outdoor events where tents, bleachers, stages, structures of any type or electrical (power distribution from panel or generator), mechanical, or plumbing installations are required, the permits must be obtained by Florida or Miami Dade County licensed contractor(s) who will be responsible for the installations.

In addition, any structures in the interior or exterior of a building, 30 inches or less in height will be exempt from permit requirements. Structures in the interior or exterior of a building greater than 30 inches in height must obtain a building permit.

Self-contained UL listed and approved air conditioning units with no additional hosing or piping are exempt from permit requirements.

At least **two weeks prior to the event**, the applicant must submit all required documentation:

- A Permit Application executed by a licensed contractor and property owner (for City property, Special Event office's approval is required).
- In the Permit Application, please check the "**Temporary Structure**" box.
- Site plans with a general layout of vendor spaces, fences, generators, portable toilets, tents, bleachers, stages, and other structures with dimensions from property lines and distances between structures. Also, indicate the occupancy type and occupant load.
- All tents, bleachers, stages, and other structures require structural calculations.
- Field Structural Form **must** be emailed to the Chief Building inspector **prior** to the event

- taking place. Email it to: [ChiefBuildingInspector@miamibeachfl.gov](mailto:ChiefBuildingInspector@miamibeachfl.gov)
- Electrical plans showing electrical service points, location of electrical panels, and generator specifications, if applicable.
- Electrical calculations and one-line drawings may be required.
- Field Electrical Form **must** be emailed to the Chief Electrical inspector **prior** to the event taking place. Email it to: [ChiefElectrical@miamibeachfl.gov](mailto:ChiefElectrical@miamibeachfl.gov)
- Life safety plan and occupant load as required by the Fire Marshall.
- Special Inspector Form for inspection of tents, bleachers, stages, and other structures.
- The original, signed and sealed inspections' report must be submitted to the Building Department, Administration's Office (2nd floor of City Hall) as a requisite to close the corresponding Special Event Permit.

**Note:** If the permit application is submitted less than two (2) weeks from the event date, an expedited review fee will be assessed for each trade to include reviews for reworks.

## Inspections

The contractor of record for the tents, bleachers, stages, and other structures will provide a *Field Inspection Approval Form* from the Special Inspector (a Florida licensed professional engineer) certifying that the installation is safe and in compliance with the Florida Building Code and approved plans must be submitted prior to the event starting.

Field Structural Form **must** be emailed to the Chief Building inspector **prior** to the event taking place. Email it to: [ChiefBuildingInspector@miamibeachfl.gov](mailto:ChiefBuildingInspector@miamibeachfl.gov)  
Field Electrical Form **must** be emailed to the Chief Electrical inspector **prior** to the event taking place. Email it to: [ChiefElectrical@miamibeachfl.gov](mailto:ChiefElectrical@miamibeachfl.gov)

The original, signed and sealed inspections report must be submitted to the Building Department. If not digitally signed and sealed the report may be submitted at the Administration Office (2nd floor of City Hall) as a requisite to close the corresponding Special Event Permit.

## REFERENCE

- Chapter 8, Miami-Dade County Code
- Chapter 489, Florida Statutes
- Florida Building Code In Effect

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 8/5/2022 | 11:40 AM EDT

Revised: 8.05.2022

Previous Revision: 2.16.2022

# MIAMI BEACH

## Policies and Procedures

### Stock and Train Letter Request on Commercial Permits only

#### POLICY

The Department can grant a request to Stock and Train.

#### PROCEDURE

To Stock and Train, the permit holder must submit, in person, a letter addressed to the Building Official with the Stock and Train’s form at the Administration’s Office. The letter, on a company letter head and signed by the qualifier, should specify the status of the required inspections, the reasons for the request, the time needed for the Stock and Train, and the time frame to obtain a TCO. All trades’ inspections (Building, Electrical, Mechanical, Plumbing, Fire, and Zoning apply) that are not in Final Status will be required. Inspections can only be scheduled by the Administration staff.

Once the applicable inspections are in Final Status, a processing fee will be assessed for prompt payment. The submitted letter must be reviewed, approved, and signed by the Fire Chief and the Building Official. The signed letter will be provided to the applicant via email.

The Stock and Train will allow for a temporary occupancy ONLY as approved by the Building Official based on the time required. The maximum time frame will be no more than 30 consecutive days. NO PERMANENT OCCUPANCY will be allowed until a TCO/CO is approved.

The access to Stock and Train may be revoked at any time, if any action by the contractor, owner, or tenant creates any code violation.

PREPARED BY: Building Department

APPROVED BY:  Building Official/Director

DATE: 2/18/2022 | 12:26 PM EST

Revised: 02.16.2022

Previous Revision: 07.15.2019

# MIAMI BEACH

## Policies and Procedures

### Structural Peer Review

#### POLICY

The purpose of the Structural Peer Review is to provide independent verification that the structural design of the building is in general conformance with the requirements of the Florida Building Code (FBC), and all related structural codes and technical standards.

#### PROCEDURE

##### **Structural Peer Review is required for:**

1. Buildings included in Structural Occupancy Category IV as defined in the Florida Building Code.
2. Buildings taller than ten stories, or with more than 500,000 square feet in gross floor area.
3. Buildings where Light Gage Steel and/or Wood Framing Walls comprise the lateral force resisting system of the structure.
4. Buildings where a Structural Peer Review is specifically requested by the Building Official.

##### **Selection of the Reviewing Engineer:**

The Structural Peer Review shall be performed by a qualified independent structural engineer who has been retained by, or on behalf of, the Owner of the property. This Peer Reviewer shall meet specific qualification requirements, including demonstrable experience in the structural design and/or peer review of structures similar in scope and complexity.

The Structural Peer Reviewer shall provide a self-qualification letter stating that the engineer is a practicing structural engineer and has worked with buildings equivalent to the building being reviewed and shall be a Miami-Dade Board of Rules and Appeals (BORA) Structural Plans Examiner or shall have at least one of the following Special Qualifications listed on the Department of Business and Professional Regulation (DPBR) website ([www.myfloridalicense.com](http://www.myfloridalicense.com)),

1. Structural 1 Exam or,
2. Structural 2 Exam or,
3. Structural 16hr Exam or,
4. FL Board Recognized Structural Engineer

##### **Extent of the Structural Peer Review:**

The Peer Reviewer shall review the plans and specifications submitted with the original permit application, and all subsequent revisions thereto. Said review shall be for compliance with the structural and foundation design provisions of the Florida Building Code and all related structural codes and technical standards. The Peer Reviewer shall perform the following tasks, as a minimum:

1. Confirm that the design loads meet or exceed minimum loads specified on FBC, Sections 1606 and 1607.
2. Confirm that other structural design criteria and design assumptions conform to the applicable codes and are in accordance with generally accepted engineering practice.
3. Review that the design of the foundations is in accordance with the recommendations on the geotechnical report.
4. Confirm that the structure has a complete load path for gravity, lateral, and uplift loads.
5. Perform independent calculations for a representative fraction of the systems, members and details to check their adequacy. The number of representative systems, members and details verified shall be sufficient to form a basis for the reviewer's conclusions (\*)
6. Confirm that the structural integrity provisions of the applicable codes are being followed.
7. Confirm that the structural plans are coordinated and in conformance with the architectural plans regarding loads and other conditions that may affect the structural design.
8. Verify that the design for supports and attachments of mechanical equipment comply with the load requirements of the FBC.
9. Attest to the general completeness of the structural plans.

\* The structural calculations prepared by the structural engineer of record shall be submitted to the Peer Reviewer, upon his/her request, for reference only. The Peer Reviewer shall not be obliged to review or check these calculations.

### **Processing:**

The Peer Reviewer shall submit a report to the Building Department stating that the structural design shown on the plans and specifications generally conforms to the structural and foundation requirements of the Florida Building Code.

The report shall demonstrate, at a minimum, compliance with items 1 through 10 of "Extent of the Structural Peer Review" above. Additionally, the report shall also include:

1. The codes and standards used in the structural design of the project.
2. The structural design criteria, including loads and performance requirements.
3. The basis for design criteria that are not specified directly in applicable codes and standards. This should include reports by specialty consultants such as wind tunnel study reports and geotechnical reports. Generally, the report should confirm that existing conditions at the site have been investigated as appropriate and that the design of the proposed structure is in general conformance with these conditions.
4. List of approved structural sheets with number/date of latest approved revisions.


Upon the approval of the plans, the Peer Reviewer shall sign, date and stamp each structural sheet with the language "PEER REVIEWED in accordance with City of Miami Beach requirements for Structural Peer Review, and verified for Code Compliance".

### **Responsibility:**

1. The Structural Engineer of Record shall retain sole responsibility for the structural design. The activities and reports of the Peer Reviewer shall not relieve the Structural Engineer of Record of this responsibility.
2. The Peer Reviewer's report states his or her opinion regarding the design by the Engineer of Record. The standard of care to which the Peer Reviewer shall be held in the

performance of the Structural Peer Review and report is that the level of skill and care are consistent with Structural Peer Review services performed by professional engineers licensed in the State of Florida for similar types of projects.

PREPARED BY: Building Department

APPROVED BY:   
Building Director/Building Official

DATE: 5/17/2024 | 6:30 PM EDT

Created: 5.17.2024

# MIAMI BEACH

## Policies and Procedures

### Temporary Certificate of Occupancy and Extensions

#### POLICY

The Department Issues Temporary Certificates of Occupancy (TCO) and extensions of such certificates.

#### PROCEDURE

To obtain approval for a Temporary Certificate of Occupancy for a Building permit issued for work on a property, the Permit Holder must:

1. Login to the Citizen Self Service (CSS) portal and apply for Temporary Certificate of Completion/Occupancy.

OR

2. Submit a Request for Temporary Certificate of Occupancy or Completion form to [tco-co@miamibeachfl.gov](mailto:tco-co@miamibeachfl.gov). The form may be downloaded from the Building Department's Forms page; <https://www.miamibeachfl.gov/city-hall/building/forms/>.
3. Once inspections are verified, applicant receives invoice which must be paid in full
4. TCO inspections (TCO Building and TCO Fire (commercial properties only)) are scheduled by the contractor/qualifier via the Interactive Voice Response (IVR) system or Administration staff (include the e-mail or in-person).
5. All the Sub-Permits including the MEP's must have rough inspections passed and have scheduled a final inspection which has minor punch list items to be addressed. All life safety items must be in place.
6. First TCO's applicable inspection and the first re-inspection are both free of charge. If any additional inspection is needed due to rejection results, a re-inspection fee will be charged every time after 2 failed inspections as per the current Fee Schedule.
7. Once the TCO inspections are approved, a Temporary Certificate of Occupancy will be issued, and the TCO fees will be assessed for customer's invoice issuance and mandatory payment. Once payment has been completed, the Temporary Certificate will be printed and given to the applicant in person or sent via email.

The TCO will allow the occupancy of the property for 90 days. Per Florida Building Code (FBC), a TCO application remains valid as long as the Master Permit is active. If additional time is needed, customers will have to submit an Extension Request Form through the Administration's Office which needs to be approved by the Building Official. The TCO may



be revoked if any action by the contractor, owner, or tenant creates any code violation affecting the proper occupancy of the area.

Any TCO that expires without renewal can be revoked and result in a notice of violation, civil violation, and/or disconnection of utility services.

A letter from the owner or contractor addressed to the Building Official will be required for a **third extension** request of a TCO. The letter and the Extension Request Form must be submitted to the Administration's office for the Building Official's review. The letter must include precise justifications for the requested extension, a timeline for completion of the project, as well as a timeframe for obtaining the Certificate of Completion (CO). The result of the review will be communicated to the customer via email.

## REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Official/Director

DATE: 3/3/2023 | 3:06 PM EST

Revised: 3.03.2023

Previous Version: 2.16.2022

# MIAMI BEACH

## Policies and Procedures

### Temporary Religious Structures

#### POLICY

The Building Department has a simplified process for inspections of temporary religious structures.

#### PROCEDURE

Customer applies and obtains an Special Event permit from Tourism, Culture & Economic Development's (TCED). The Building Department shall be notified when a temporary religious structure receives approval from the TCED to perform the electrical and life safety inspections.

This procedure is only valid for temporary religious structures erected for a period not exceeding three weeks (21 calendar days).

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  Building Official/Director

DATE: 2/18/2022 | 12:26 PM EST

Revised: 2.16.2022

Previous Version: 11.09.2018

# MIAMI BEACH

## Policies and Procedures

### Threshold Building Repairs/Remodels

#### POLICY

Repairs and remodels to threshold building of structural components, including building envelope components, require threshold inspections. These inspections are to be performed by a Florida DBPR licensed special inspector.

#### PROCEDURE

Verify if structure is considered a threshold building definition: THRESHOLD BUILDING. In accordance with Florida Statute, any building which is greater than three (3) stories or 50 feet in height, or which has an assembly occupancy classification that exceeds 5,000 square feet in area and an occupant content of greater than 500 persons.

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  \_\_\_\_\_  
EC5A272F214C490...  
Building Director/Building Official

DATE: 2/18/2022 | 12:26 PM EST

Revised 2.16.2022  
Previous Version: 11.06.2018

# MIAMI BEACH

## Policies and Procedures

### Unity of Title or Covenant in Lieu of Unity of Title

#### POLICY

The Building Department will ensure that the executed covenant is submitted prior to the issuance of the permit as required for the unification of two or more units or lots.

#### PROCEDURE

Applicants who are looking to combine two or more units or lots will need to execute one of the forms listed below along with an Opinion of Title:

- Unity of Title (**Individual Owner** – when owned by one individual/one person)
- Unity of Title (**Corporate Owner** – when owned by one business/LLC.)
- Covenant in Lieu of Unity of Title (**when properties have separate owners**)

Applicants will need their attorney to complete and notarize one of the three forms mentioned above as well as an Opinion of Title. These documents must then be submitted to the City Attorney's Office to be approved for legal form, language, and execution by the City Attorney.

After the City Attorney has executed the documents, they must be taken to the Planning Department for approval by the Director. After the Planning Department's Director approves them, the documents must be recorded with the County Recorder's Office.

Finally, applicants must provide the Building Department with the fully executed and recorded copy of the covenant before the permit is issued.

**No permit will be issued without completing this final step.**

**Note:** A complete, signed, and notarized Grouping Request form with valid recorded documents in the public records of Miami-Dade County may be submitted to the Miami Dade Property Appraiser's office via email at [pawebmail@mdcpa.net](mailto:pawebmail@mdcpa.net).

#### REFERENCE

- Miami Beach, FL Code of Ordinances, Section 118-5

PREPARED BY: Building Department

APPROVED BY: \_\_\_\_\_

Building Official/Director

DATE: 3/5/2019

Effective date: 03-04-2019

*We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.*

# MIAMI BEACH

## Policies and Procedures

### Unsafe 30.60.90 Compliance Agreement

#### POLICY

The Building Official may grant property owners additional time to bring an unsafe structure into compliance.

#### PROCEDURE

The Unsafe Structure Board may issue repair or demolition orders for unsafe structures. The property owners may elect to submit a Compliance Agreement (Agreement) to the Violations Section of the Building Department. In the Agreement, the property owner may agree to demolish the structure(s) located on the Property at issue within thirty (30) calendar days or to repair the structure. Repairs to the structure(s) located on the Property are as follows:

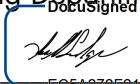
- The structure(s) shall be secured within five (5) working days in a manner approved by the Agreement.
- The following securing method is approved: Storm Shutters (5/8 plywood installed with through bolts or any shutter approved pursuant to Section 8-40 of the Miami-Dade County Code).
- The structure is to be maintained secure at all times, clean and sanitary, free of debris and ponded water, overgrown grass or weeds, and free of paint discoloration or graffiti.

Plans shall be prepared and introduced into the Building Department within thirty (30) calendar days from the date of signing this Agreement. All building permits shall be obtained and paid for within sixty (60) calendar days after the plans have been submitted. All repairs or demolition must be completed within ninety (90) days of the issuance of the permit. The building permit shall be obtained by a licensed contractor pursuant to Section 10-5 of the Miami-Dade County Code, unless approved otherwise by the Building Official.

#### REFERENCE

- Chapter 489, Florida Statutes
- Chapter 8, Miami-Dade County Code
- Florida Building Code In Effect

PREPARED BY: Building Department

APPROVED BY:   
DocuSigned by:  
EC5A272F214C496...  
 Building Director/ Official

DATE: 2/18/2022 | 12:26 PM EST

Revised: 2.16.2022  
Previous Version 12.05.2018

# MIAMI BEACH

## Policies and Procedures

### **Unsafe Structures**

#### POLICY

The Violation's Section, Unsafe Structures division, issues Notice of Violations and Stop Work Orders to bring properties into compliance with the Florida Building Code.

#### PROCEDURE

#### **Unsafe Structure Violation**

1. A Red Tag Warning is posted at the site to identify Unsafe Building conditions on the property and the City of Miami Beach Police Department is notified.
2. The Red Tag Warning is also mailed certified with a return receipt to the registered owner and is given ten (10) Calendar days to contact the Violations' Section of the Building Department.
3. If the registered owner of the property fails to contact the Violations' Section, an Unsafe Structure Violation is issued, and the City Attorney's office is notified to gather information on all interested parties for the property.
4. Once the list containing the names and addresses of the interested parties of the property is received, a certified letter containing the following information is mailed with a return receipt to the registered owner along with the interested parties of the property:
  - a. Violation number.
  - b. Description of the violation.
  - c. A "10 days to secure the property" notice.
5. Registered owner/interested parties must apply for a permit to repair or demolish within thirty (30) days from the date the violation was issued.
6. If the registered owner/interested parties fail to respond within the allotted time, a "Notice of Violation" is recorded electronically with the Miami Dade County Clerk of Courts.
7. After the notice is recorded, the following occurs simultaneously:
  - a. A letter announcing the Failure to comply with the Unsafe Structures violation, and a notification that a hearing will be scheduled along with a notice to appear before the Unsafe Structures Panel is mailed,

# MIAMI BEACH

## Policies and Procedures

- with a return receipt, to the registered owner along with the interested parties of the property.
- b. Notice of the hearing will be published in the **Legal Notices'** section of the **Daily Business Review** for two (2) selected days and for (2) two weeks consecutively.
  - c. A fine is assessed on the property.
8. Unsafe Structures Panel hearing is scheduled at the next available date.
  9. To withdraw the case from the hearing, the registered owner or interested parties must proceed with one of the following requisites:
    - a. Obtain all required permits within thirty (30) days from the Violation Compliance date.
    - b. Submit a Compliance Agreement to the Building Department (Compliance Agreement may be downloaded from this [link](#) or be requested at the permit counter of the Building Department)
    - c. Request an extension of the hearing date in writing to the Building Official. Request must be submitted within thirty (30) days from the Violation Compliance date.
  10. If the registered owner/interested parties opt to extend the hearing date, required permits must be obtained prior to the rescheduled hearing date.
  11. Case is heard before Unsafe Structures Panel and a ruling is made.
  12. If the registered owner or interested parties submit a Compliance Agreement, but fail to comply with the agreement, the Building Official shall proceed with the demolition of the structure without further notice.
  13. Fees associated with the demolition will be added to the total fine and an additional lien to recover the associated costs is recorded.

PREPARED BY: Building Department

APPROVED BY:  DATE: 11/15/18  
Building Official/Director

Revised: 11-13-2018

# MIAMI BEACH

## Policies and Procedures

### Vacate a Building

#### POLICY

To vacate an unsafe building that may pose potential dangers or harm to the occupants/public.

#### PROCEDURE

- Verify property ownership on [miamidade.gov/pa](http://miamidade.gov/pa) and/or [Sunbiz.org](http://Sunbiz.org)
- Issue a violation for the unsafe conditions of the building.
- Post a Notice of Violation on the building.
- Post a Notice to Vacate the Building (Red Tag).
- Notify Police, Fire, Customer Service Manager, and The Department of Housing & Comm. Develop.
- Provide Owner responsibility forms on-site to the management company, and the property owners. Click [here](#) to view form.
- Coordinate with Police & Housing for evacuating the building.
- Once the building is vacant send notice to disconnect utilities (FPL, Water, and Gas if any).
- Notify the County DEM that the building is vacant include # of units (Copy BORA).
- Violations section will issue a notice to the owner to secure the property in 48 hours and follow up to verify that the property is secured.
- In case the property owner fails to secure the property within the given time, the city would hire an independent contractor/vendor to secure it, and the city would place a lien on the land for accrued costs.

PREPARED BY: Building Department

APPROVED BY:   
DocuSigned by: [Signature]  
EC5A272F214C496...  
 Building Director/Official

DATE: 2/14/2022 | 1:34 PM EST

Revised: 2.14.2022



# MIAMI BEACH

## Policies and Procedures

### Value of Work

#### POLICY

The Building Department requires that the applicant provides, in every Permit Application, a Value of Work that includes all structural, building, labor, and materials.

#### PROCEDURE

In order to obtain a process number, applicants must provide the Value of Work on every Permit Application to be processed, including any revisions.

The Value of Work for a master permit must include all structural, building, labor, project management, and materials. Do not include stand alone and sub-permits' cost.

Contractors applying for master permits need to include in the Value of Work all structural, building, labor, and materials, including materials purchased by the owner and/or contractor.

Contractors applying for sub-permits must include the value of their individual trades.

Owner Builders also need to include the Value of Work on their signed and notarized applications.

PREPARED BY: Building Department

The Building Permit Application is found at:  
[www.miamibeachfl.gov/permitapplication](http://www.miamibeachfl.gov/permitapplication)

APPROVED BY:   
Building Official/ Director

DATE: 1/21/2020

Revised: 01-16-2020

# MIAMI BEACH

## Policies and Procedures

### Violations and Stop Work Orders

#### POLICY

The Building Violations' section issues Notice of Violations and Stop Work Orders to property owners to bring properties into compliance with the Florida Building Code.

#### PROCEDURE

##### NOTICE OF VIOLATIONS

Properties with violations will be allowed to obtain a process number, but the permit will have a hold placed at the intake step stating the property has open violations. The violation will only be closed once the final inspections on the permit correcting the violation pass. All other violations must be brought into compliance prior to any additional permits being issued.

##### STOP WORK ORDERS

Stop Work Order violations require the owner to obtain a permit for work started without a permit. When a Stop Work Order on an active permit is issued due to unsafe conditions on the site, the work cannot commence or continue until such conditions are appropriately addressed. A safety plan and meeting with the Building Official or her designee are required prior to lifting the Stop Work order.

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:  Building Official/Director

DocuSigned by:  
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# MIAMI BEACH

## Policies and Procedures

### Windows and Doors Installation

#### POLICY

Building Department's process for the installation of windows and doors.

#### PROCEDURE

The following requirements apply for installation of windows and doors:

1. Exterior windows and doors shall be installed in accordance with the Florida Building Code (FBC), Section 1405.4,1 for flashing and Section 1710 for anchorage.
2. Exterior windows and doors shall be inspected by a Special Inspector [Code of Miami-Dade County (CMDCC), Section 8-22(3)(d)]
3. A fully executed Special Inspector Form for "Buck and Anchor for Window and Door Installations" shall be submitted as part of the permit documents. The form is located on our [Forms](#) page under the title **Plan Review** within the **Structural Review** heading.
4. Requirements 2 and 3 above will be removed under the following conditions:
  - a. Plans shall include the following note "Contractor shall not conceal any sections of the installation that shall impede the Building Department inspector to verify the installation of bucks and anchors"
  - b. At the time of the inspection, the Contractor shall provide a notarized affidavit attesting that the windows and doors installation was performed in compliance with the requirements of the FBC Sections 1405.4,1 (flashing of openings) together with date and time stamped photographs taking during the installation.

#### REFERENCE

- *Florida Building Code In Effect*

PREPARED BY: Building Department

APPROVED BY:   
EC5A272F214C496...  
Building Director/Building Official

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Created 12.08.2022

# MIAMI BEACH

## Policies and Procedures

### ZIKA Inspections (Ponded Water)

#### POLICY

The Building Department is responsible for inspections of active construction sites during rainy seasons to provide verification that best site management practices are being implemented by all builders.

#### PROCEDURE

##### Inspections

1. Inspections will be provided and a daily log kept of ponded water noted during the inspections.
2. The inspector will walk the site and look for areas of water accumulation.
3. The information will be recorded by Inspectors and passed on to the chiefs as needed.

Daily Log to include the following:

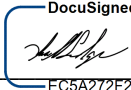
- a. At any requested inspection, ponded water is noted by any inspector.
  - i. If the ponding is NOT due to the permit, note the address on the log and indicate condition of location.
  - ii. Logs to be turned in daily.
  - iii. The ponded water which is NOT associated with a permit will be referred to Code.
- b. At any requested inspection, which IS associated with the master permit, ponded water is encountered.
  - i. Add the ponded water inspection to the permit and enter the disposition as "Fail".
  - ii. Add a follow up inspection for two days after the first inspection's date.
  - iii. At the second visit, first offense, if the standing water has not been corrected, the inspection will fail, and a fee will be added to the master permit.
  - iv. At third offense, the inspector will issue a violation a fee will be added to the master permit.
- c. At requested inspection, ponded water is encountered, but the inspection is NOT linked to the master permit.
  - i. Add the ponded water inspection to the master permit and enter the disposition as "Fail".
  - ii. Add a follow up inspection for two days after the first inspection's date.

# MIAMI BEACH

## Policies and Procedures

- iii. At second visit, first offense, if the standing water has not been addressed, the inspection will fail and a fee will be added to the master permit.
- iv. At third offense, the inspector will issue a violation and a fee will be added to the master permit.

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APPROVED BY:   
EC5A272F214C496  
Building Official/Director

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Previous Revision: 8.31.2018

# MIAMI BEACH

## Policies and Procedures

### List of SOPs Removed/Combined with Existing

*Digital Sealing of plans for Private Providers' submittals*

*Issuance of Customer Tickets*

*Low Voltage Alarm Label*

*Permits to Correct a Building Violation*

*Permits for Exterior Washers and Dryers*

*Permitting Processes for City Projects*

*Plan Reviews*

*Plan Routing*

*Plans Router Final*

*Reprieve Program*

*Private Provider Inspections Only*

*Sub-Permit Application*

*Total Demolition*

*Walk-Through Services*

