



**Building Department**  
 1700 Convention Center Drive, 2nd Floor  
 Miami Beach, Florida 33139  
 Tel: 305.673.7610  
 BuildingAdmin@miamibeachfl.gov  
<http://www.miamibeachfl.gov/building/>

**EXPEDITED PLAN REVIEW REQUEST**

**PLAN REVIEWS ARE DONE ONLY ON WEEKENDS ONLY. APPLICATION PROCESSING IS DONE NIGHTLY.**

**Invoice must be paid prior to reviews commencing.** Expedited plan review requests are accepted Monday thru Thursday from 8:00AM to 2:00PM. No request will be accepted after 2:00PM on Thursday. **NO EXCEPTIONS.** Form must be submitted to the Building Administration office via [BuildingAdmin@miamibeachfl.gov](mailto:BuildingAdmin@miamibeachfl.gov).

Applicant Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Alt No: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Permit No: \_\_\_\_\_

Fees are charged on a per discipline basis. Refer to Fee Schedule for current rate.

**Requested Reviews:**

- Building
- Electrical
- Floodplain Compliance
- Mechanical
- Plumbing
- Structural
- Application Processing

\_\_\_\_\_  
**Applicant Signature**

\*Requests for expedited reviews for other trades such as Fire, Planning, Public Works, etc. must be requested at their respective departments.

**Note: Initial reviews must be completed before any expedited reviews can be requested.** All requests must be approved by the Building Official prior to reviews and depending on personnel availability.

Office Use Only	
Today's Date: _____	Review date(s): _____
Invoice No: _____ Amount Due: _____	Building Official/Director Print Name: _____ Building Official/Director Signature _____
Notification to customer (date & notes): _____	