

Phased Permit Application Instructions

Procedure:

1. **Validity and Extensions:**
 - A Phased Permit is valid for three (3) months. The Master Permit must be obtained within three (3) months from the issuance date of the Phased Permit.
 - Requests for extensions must be submitted to the Building Official for approval. If approved, the applicant will be granted an additional 90 days to obtain the Master Permit.
2. **Initial Step:**
 - Request a Pre-Construction Meeting with the Building Official.
 - The Master Permit must be applied for before applying for the Phased Permit.

Application Process:

1. **Submission Requirements:**
 - After submitting the plans, calculations, survey, Permit Applications, Phase and Private Providers' Packets, and Construction Parking Management Plan (CPMP), obtaining a process number for the Master and Phased permits, and paying the upfront processing fees for both, you may apply for a Phased Permit at the permit counter.
2. **Required Items for Phased Permit:**
 - **Life Safety Plans:** For existing Commercial Buildings, including Multi-family structures, provide a signed/approved Life Safety Plan from the City of Miami Beach Fire Marshal.
 - **Applications and Packets:** Submit two sets of each of the following:
 - Permit application
 - Phase packet
 - Private Provider packet
 - Construction Parking Management Plan (CPMP) (Required for job values of \$250,000 or higher.)
 - **DERM Approval:** Final plan review approval from DERM.
 - **Water and Sewer Verification:** A form from the City of Miami Beach Public Works Department.
 - **Phased Permit Hold Harmless Form**
 - **Notice to Building Official:** For Private Provider's services.
 - **Development Orders:** Copies of all development orders issued by the City of Miami Beach for the proposed construction, insurance certificates, and certifications of authorized representatives.
 - **Pre-Construction Meeting Request:** Request a pre-construction meeting before the permit issuance.
3. **Permit Counter Procedures:**
 - The permit counter will issue a process number for the Phased Permit and provide an invoice for payment.
 - Once payments for both permits are completed, the Master Permit review will commence.
 - Obtain approvals from the Fire and Planning and Zoning Departments before the Building Official can approve the Phase Permit. Note that Phased Permit plans will not be reviewed by other trades.

Planning and Zoning Restrictions:

- The Planning and Zoning Department will not approve phase permits for:
 - Exterior demolition within a Historic District.
 - Demolition that violates a condition of a development board order.
 - Construction requiring approval from a development board without prior approval.

Final Steps:

- After the Building Official's approval and payment, return to the permit counter to obtain the Phased Permit.
- Retain one set of plans; the Building Department will keep one set.
- Note: The Phased Permit fee is non-refundable and will not be credited toward the final building permit.

Additional Permits and Requirements:

- **Trade Permits:** Additional trade permits (electrical, mechanical, plumbing, etc.) may be required and must be linked to the Phase Permit to ensure they can be transferred to the building permit once obtained. Trade permits, sub-permits, and shop drawings requiring Planning and Zoning review cannot be approved until the full building permit is issued.
- **NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit may be required for stormwater, erosion, and sediment control if the impact area is one-half (1/2) acre or more. Ensure compliance with the city's Municipal Separate Storm Sewer System (MS4) permit.
- **Public Works Permits:** Separate permits from the City of Miami Beach Public Works Department may be required for work involving paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting, or dewatering. Contact the Public Works Department at (305) 673-7080 for applicable permits.

Fees:

- **Phased Permit Costs:**
 - \$6,071.00 for Commercial New Construction
 - \$4,856.00 for Commercial Interior Alteration only
 - \$2,429.00 for Residential New Construction

Important Note: For Phased Permits, **No To Be Determined Contractors** are allowed. A contractor must be secured for the project.

If you have any questions or need further clarification, please contact the Building Official. Thank you.