



Building Department
 1700 Convention Center Drive, 2nd FL
 Miami Beach, Florida 33139
 Telephone: 305-673-7610
<http://www.miamibeachfl.gov/building/>

Request for Plan Routing

Please complete this form and upload it with your submission.

| General Information – All fields MUST be completed for submittal | |
|--|------------------------|
| Date: | Process/Permit Number: |
| Job Address: | |
| Contact Name & Role: | |
| E-mail: | |
| Phone No: | |
| <p>*Provide Master Permit Number if Plan Routing request is for a Revision, Sub-Permit or Shop Drawing. Please note that Planning does not review Sub-Permits or Shop Drawings. Changes must be submitted via a Revision to an approved Master. All Sub-Permits, and Shop Drawings must match Master or Revised Master, as applicable. Master Permit number:</p> | |

Select the disciplines that need to review. If the building is located in a Historic District include any changes/modifications to the site plan/ exterior area, for example: relocations of equipment, walkways or trees, etc., or changes/modifications & additions to a building exterior; for example, relocation/addition of windows/awnings/walkways, etc. you must request review by Planning, Environmental, Urban Forestry and Public Works. If you are unsure if a particular discipline is required, please contact the reviewer of the Master permit for the corresponding disciplines / department for clarification.

| | | |
|---|---|--|
| <input type="checkbox"/> Building/Flood Review | <input type="checkbox"/> Structural Review | <input type="checkbox"/> Mechanical Review |
| <input type="checkbox"/> Electrical Review | <input type="checkbox"/> Plumbing Review | <input type="checkbox"/> Roofing Review |
| <input type="checkbox"/> Fire Reviewer | <input type="checkbox"/> Planning and Zoning Review | <input type="checkbox"/> Planning Landscape Review |
| <input type="checkbox"/> Environmental Reviewer | <input type="checkbox"/> Public Works Reviewer | <input type="checkbox"/> Urban Forestry Reviewer |
| <input type="checkbox"/> Elevator Reviewers | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

List type of documents and number of sheets submitted in each category on the next page

Add additional pages if needed.

| Name of File: | # of pages in the file: |
|---------------|-------------------------|
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City of Miami Beach Mission

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

Excellence Miami Beach

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|-----------------------|--|
| Form Name | Plan Routing Request Sheet. |
| Purpose | To route to several disciplines at once to reach final approval status. |
| Form Submittal | Submit online with plans and required documents via Civic Access (Citizen Self Service). |
| For Assistance | Please contact: <ol style="list-style-type: none">1. Via Telephone: 305-673-7610, extension 02. Via E-mail: buildinginfo@miamibeachfl.gov3. Online: www.miamibeachfl.gov http://www.miamibeachfl.gov/city-hall/building/ |

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.