



MIAMI BEACH

CITY OF MIAMI BEACH
BUILDING DEPARTMENT
POLICIES AND PROCEDURES MANUAL

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I. Permits: When they are required

A permit is the document that confers consent to move forward with work that needs to be done on a building project. Permits help to ensure that all codes are properly followed. Several different types of permits exist, based on the type of construction: building (for architectural and structural work), electrical, plumbing, Fire, elevator, and mechanical.

The City of Miami Beach is guided by the *Florida Building Code (FBC)* Section 105.1, which states, "Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit." Only licensed contractors may obtain a permit and perform construction work.

The Building Department administers all of construction permits in the City of Miami Beach. The permitting process begins with the review of plans and may end with a Final Approved Inspection, a Certificate of Occupancy, or a Certificate of Completion.

Owner/Builder Permits

In the event that a homeowner wants to perform renovation work on his own, he can do so with an owner/builder permit. When applying for this type of permit, the owner has to verify that the property or structure is his/her primary residence. This is not the case for air conditioning work. In these cases, the homeowner would need to obtain an Environmental Protection Agency license for refrigerant recovery and a pump to do this work. Under these circumstances, owners of property may be exempt from contractor qualification and certification requirements. To qualify for such an exemption, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements. The owner must also complete and sign an *Owner/Builder Affidavit (Appendix D: Building Department Forms)* to be submitted to the Building Department with the *Work Permit Application*.

The *Owner/Builder Affidavit* incorporates the language from Florida Statutes, Disclosure Statement 489.103 (7) which states, "State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license.

- You must provide direct, onsite supervision of the construction yourself.
- You may build or improve a one-family or two-family residence or a farm outbuilding.
- You may also build or improve a commercial building, provided your costs do not exceed \$75,000.
- The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you

have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption.

- *You may not hire an unlicensed person to act as your contractor or to supervise people working on your building.*
- *It is your responsibility to make sure that people employed by you have the licenses required by state law and by county or municipal licensing ordinances.*
- *You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law.*
- *Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations."*

Owner/builder permits are limited to the new construction of one single family residence per 24 month period. Interior remodeling of commercial buildings is limited to \$75,000 in value.

Please be advised that the Owner/Builder is liable for the employees he/she hires to perform the construction. This responsibility may include the following, where required by law:

1. Worker's compensation insurance (for workers injured on the job)
2. Social Security Tax (must be deducted from the employees' wages and matched with the owner's funds)
3. Unemployment Compensation (may or may not be required)
4. Liability Coverage
5. Federal Withholding Tax

II. List of required building permits

General requirements

The City of Miami Beach is guided by the *Florida Building Code*, and building permits are required for any construction work conducted in the city. All permits have to be processed through the City of Miami Beach Building Department.

Examples of construction work that requires a building permit:

- Air conditioning units
- Awning/canopy/patio cover
- Bath – Single-Family Residential (R3) or single unit of a Multi-Family Residential (R2)
- Building – additions
- Building – alteration/remodeling
- Building – new construction

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- Boat lifts
- Change of Use
- Concrete slab
- Storefront
- Demolition work
 - Complete demolition
 - Electrical, mechanical, and plumbing demolition
 - Partial demolition
 - Other demolition
- Docks/pilings/seawalls
- Drainage for Buildings
- Electrical work
 - Electrical – alteration/remodeling
 - Electrical – new construction
 - Electrical services
 - Low voltage (Devices such as telephone, cable/ TV, burglar alarm, cameras, access control/card readers, etc.)
 - Temporary for services
 - Transfer switch
- Elevators
 - Dumbwaiter
 - Elevators
 - Escalator
 - Stage lift
 - Wheel chair lift
- Fence
- Flood barrier
- Foundation only
- Generators
 - Generator – commercial
 - Generator – residential
 - Electrical transfer switch
 - Temporary generator
- Kitchen – Single-Family Residential (R3) or single unit of a Multi-Family Residential (R2)
- Landscaping
- Light weight concrete
- Mechanical work
 - Mechanical – new/alteration/remodeling
 - Installation or relocation of mechanical equipment
 - Any new supply, return and exhaust duct work
 - Trash chutes
 - Insulation of mechanical equipment, ducts and pipes
 - Pressure and process piping
 - Pool heat pumps
 - Water towers
 - Geothermal systems

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- Wall units greater than 12,000 btu
- Equipment roof stands
- Heating systems
- Boilers
- Fire suppression
- Type 1 & 2, Commercial kitchen hoods
- Refrigeration equipment
- Fuel storage tanks and pressure vessels
- Ventilation fans and systems
- Paint spray booths
- Smoke control systems
- Fumes hoods
- Moving structure/building
- Other screen alteration/remodeling/repairs
- Painting/sandblasting
- Paving
- Photovoltaic
 - Photovoltaic power – commercial
 - Photovoltaic power – residential
 - Solar water heater
- Plumbing work
 - Plumbing – alteration/remodeling
 - Plumbing – new construction
 - Fuel Gas Piping
 - Heaters
 - Interceptor
 - Irrigation
 - Piping/re-piping
 - Portable toilet
 - Sewer connection
 - Storm drainage
 - Well
- Railings
- Repairs (General small repairs including structural, concrete, walls, floors, decks, docks, interior and exterior finishes)
- Roofing
- Security alarm
- Signage
- Doors/windows
- Storm shutters
- Swimming pool/spa/water feature
- Temporary construction (Structures erected for a period less than 180 days. This category includes: Tents, special events, temporary trailers for offices, etc.)
- Temporary other structures
- Temporary trailer
- Tile flooring
- Special Event

- Amusement park ride
- Temporary bleachers/grandstand
- Temporary chiller
- Temporary docks/marine
- Temporary electrical power
- Temporary fences
- Temporary structures
- Temporary stages
- Temporary tents
- Temporary toilet/outhouse
- Temporary towers
- Waterproofing

Customers looking to obtain a permit for construction involving the right-of-way, such as utilities, drainage, landscaping, sidewalks, driveways, etc. must apply in person at the City of Miami Beach Public Works Department. For additional information on these permits and their requirements, please call 305-673-7080.

Exemptions

The *Florida Building Code* (FBC) Section 102 provides a list of buildings and structures that are exempt from the provisions of the FBC, and Section 105 provides information on construction work that is exempt from obtaining a permit.

Specifically, Section 102.2 states, *“The provisions of the Florida Building Code shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure or facility or floating residential structure, or any appurtenances connected or attached to such buildings, structures or facilities. Additions, alterations, repairs and changes of use or occupancy group in all buildings and structures shall comply with the provisions provided in Chapter 34 (Existing Buildings Volume) of the FBC.*

The following buildings, structures and facilities are exempt from the Florida Building Code as provided by law, and any further exemptions shall be as determined by the legislature and provided by law:

- *Building and structures specifically regulated and preempted by the federal government.*
- *Railroads and ancillary facilities associated with the railroad.*
- *Nonresidential farm buildings on farms.*
- *Temporary buildings or sheds used exclusively for construction purposes*
- *Mobile or modular structures used as temporary offices, except that the provisions of Part V (Section 553.501-553.513, Florida Statutes) relating to accessibility by persons with disabilities shall apply to such mobile or modular structures.*
- *Those structures or facilities of electrical utilities, as defined in Section 366.02, Florida Statutes, which are directly involved in the generation, transmission, or distribution of electricity.*

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- *Temporary sets, assemblies, or structures used in commercial motion picture or television production, or any sound-recording equipment used in such production, on or off the premises.*
- *Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term “chickee” means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.”*

The following permit exemptions for single-family residences, duplexes, townhouses, and condominiums have been based upon Section 102.2.5 of the *Florida Building Code*. Owner/builders and contractors may perform the following work without permit on single-family properties:

- Mechanical
 1. Replacement of existing previous and permitted window air conditioning unit.
 2. Installation of ductless ventilation and range hoods.
- Building: Replace and repair of canvas or cloth covered existing awnings

In addition, Section 105.2 of the FBC, states that,

“Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code. Permits shall not be required for the following:

- Gas:
 1. *Portable heating appliance.*
 2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
- Mechanical:
 1. *Portable heating appliance.*
 2. *Portable ventilation equipment.*
 3. *Portable cooling unit.*
 4. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
 5. *Replacement of any part which does not alter its approval or make it unsafe*
 6. *Portable evaporative cooler.*
 7. *Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.*
 8. *The installation, replacement, removal or metering of any load management control device.*
- Plumbing:
 1. *The stopping of leaks in drains, water, soil, waste or vent pipe provided; however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the*

same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.

2. *The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.*
- *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.*
 - *Minor repairs. Ordinary minor repairs may be made with the approval of the building official without a permit, provided the repairs do not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; additionally, ordinary minor repairs shall not include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any of the provisions of the technical codes.*

This section exempts permit requirements for repairs and requires permits for replacements to any and all components of Plumbing systems regulated by the Florida Building Code.”

The following permit exemptions for minor repairs have been established for the City of Miami Beach under Section 105.2.2 of the FBC; provided the work is performed by a qualified person.

- Electrical
 1. Repair or replacement of single electrical wall switches and wall outlet devices (receptacles) 20 amps 120 volts or less.
 2. Repair or replacement of electric water heaters 4500 watts or less. If the wattage of the new water heater is greater than the wattage of the heater to be replaced, then a permit is required for this work.
 3. Change out of air conditioning equipment provided it is the same electrical, cooling/heating capacity/ampereage.
 4. Repair or replacement of low voltage (under 77 volts) devices such as telephone, speakers, television, data cable, central vacuum, burglar alarm, and intercom system.
 5. Repair or replacement of pumps not exceeding 2 h.p.
 6. Repair or replacement of time clocks.
- Plumbing
 1. Repairs of irrigation systems.
 2. Repairs of domestic water service/lines.

3. Repairs of building sewer lines, excluding repair or replacement of interceptors/ separators, by licensed contractor.
 4. Repairs/replacement of faucets.
 5. Repair/replacement of shut-off valve on a domestic water line.
 6. Repairs to fixtures, appliances, and water heaters. Excludes replacements.
 7. Repair/replacement of residential disposal.
 8. Repairs/replacement of residential dishwasher.
- Mechanical
 1. Repair work performed by licensed mechanical contractors that does not exceed \$500.00 in value of materials and labor.
 2. Repair of air conditioning duct.
 3. Repair or replacement of coil, compressor or refrigerant piping by a licensed mechanical contractor.
 4. Repair of ventilation fans.
 - Roofing: The repair of any roof covering not exceeding \$1,000.00 in value of materials and labor not exceeding one roofing square.
 - Satellite antennas: Pursuant to federal law, a permit is not required for the installation or repair of satellite antennas that are two meters (approximately 6.5 feet) or less in diameter which are located on commercial or industrial properties. For residential properties, the installation or repair of satellite antennas attached to primary structures which are one meter (approximately 3.25 feet) or less in diameter are exempt from permit requirements. Any incidental electrical work is exempt from permit requirements as well.

The following construction improvements on single family residence are not regulated by the *Florida Building Code*. Therefore, a building permit is not required. However, other regulating agencies may require a permit or approval:

- Surfacing or floors or slabs with carpet, interior tile, brick, wood or Chattahoochee (for single-family or duplex residences only).
- Kitchen cabinets, vanities or paneling installation inside residential units. Any associated plumbing and electrical work may require a building permit (for single-family residences only).
- Playground equipment (swings, slides, monkey bars, basketball hoops, doghouses, and pump covers) for residential use. All equipment and structures must meet zoning setbacks. Any electrical service to such playground equipment requires a permit and compliance with the *Florida Building Code* (for single-family residence only).
- Decorative reflective pools and/or fishponds with listed pump system not requiring separate piping, electrical, or structural work.
- Interior painting does not require a permit in any building.

III. Permitting Process

The processes described in the following sections pertain to the Building Permitting Process. Detailed process flows for the Permitting Process are provided in **Appendix J: Permitting Process Flows**.

A. Overview

The permitting process is comprised of the following general processes depicted in Figure 1:

- Work Permit Application: This process involves the submittal and acceptance of the *Work Permit Application*, in order to obtain a Process Number and signed *Work Permit Application Checklist as needed*.
- Plans Review: This process includes submitting the construction drawings and plans for review and approval. When the construction plans are approved, a Permit Card and a Permit Number is issued and construction can begin.
- Inspection: This process occurs during the construction of the project where several inspections of the work performed may be required. As inspections are conducted and approved, the inspector(s) signature is placed on the back of the Permit Card.
- Certificate of Occupancy/Completion: This process begins once the final inspections have been completed and approved. Once the project is finalized, a Certificate of Occupancy (CO) must be obtained so that the structure can be occupied. A Certificate of Completion (CC) is issued after the completion of a construction project and as proof that all permits have received all required inspections and a passing final building inspection.

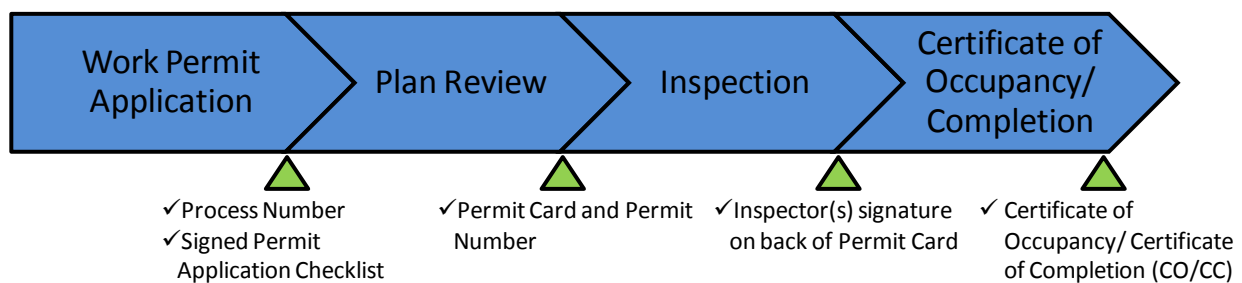


Figure 1: Overview of the Permitting Process

Each of these processes may involve several requirements that must be met in order to complete the process. These requirements are listed below (Table 1). In the following sections, each of these processes will be explored in detail.

Table 1: Permitting Process Requirements

Process	What customer needs to complete the process*
Work Permit Application Process	<ul style="list-style-type: none"> - Complete Work Permit Application including: <ul style="list-style-type: none"> • Address of property and folio number (including unit #, if applicable) • Owner information • Owner/Tenant/Qualifier Signatures (notarized) • Description of Work (must match scope in the drawing plans) • Contractor information (including e-mail address) • Design Professional information (including e-mail address) - Three (3) sets of plans for Drop-Offs or (2) sets of plans for Walk-Thru or one set of plans electronically sign with PEDDS for Electronic Plan Review - Proof of Ownership if less than one year - Up-front permit fee payment (non-refundable) - Owner/Builder Affidavit (for Owner/Builder permits only) - Construction Cost Estimate Affidavit - Liability Insurance and Workman's Compensation Insurance Certificates or State of Florida exemption - License(s) including State license, occupational license, certificate of competency, and municipal contractor occupational license - Temp for Test Affidavit (for projects requiring electrical work only) - LEED¹ Project Application (for projects seeking LEED certification only)
Plan Review Process	<ul style="list-style-type: none"> - Three (3) sets of plans for Drop-Offs or (2) sets of plans for Walk-Thru - Pay balance of permit fee - Any pending document from the Permit Application Checklist
Inspection Process	<ul style="list-style-type: none"> - Licensed contractor or Owner Builder must obtain PIN when registering with City of Miami Beach in order to schedule inspections through the Interactive Voice Response (I.V.R.) system

¹ Leadership in Energy and Environmental Design (LEED)

* All City of Miami Beach permitting process requirements can be obtained in person at the City of Miami Beach Building Department or online at www.miamibeachfl.gov. For additional information on these requirements please refer to Appendix D; Building Department Forms.

Process	What customer needs to complete the process*
Certificate of Occupancy/Certificate of Completion Process	<ul style="list-style-type: none"> - Approvals of all required inspections - For permits applied for prior to February 1, 2010: <ul style="list-style-type: none"> • Architectural and Engineer Affidavit for Job Value (alteration/remodeling only) • Final Permit Fee Reconciliation Form • Total gross square footage - CO/CC Application Package: <ul style="list-style-type: none"> • Two (2) signed and sealed Boundary Survey (new construction and additions only) • Two (2) signed and sealed Elevation Certificate (New construction, addition, and substantial improvements only) • Two (2) signed and sealed Flood Proofing Certificate (New construction and substantial improvements – Commercial building only) • Miami Dade Water & Sewer Department (MDWSD) Compliance Letter (New construction and change of use only) • Fire Penetration Affidavit (Commercial and multi-family buildings only) • Flood emergency operation for new contractor and multifamily buildings

* All City of Miami Beach permitting process requirements can be obtained in person at the City of Miami Beach Building Department or online at www.miamibeachfl.gov. For additional information on these requirements please refer to Appendix D; Building Department Forms.

B. Work Permit Application Process

This section describes the first process, the Work Permit Application process, within the overall permitting process, as highlighted in Figure 2 below. The purpose of this process is for the customer to submit a completed *Work Permit Application* with all the required documents, in order to receive a Process Number and begin the Plans Review Process.

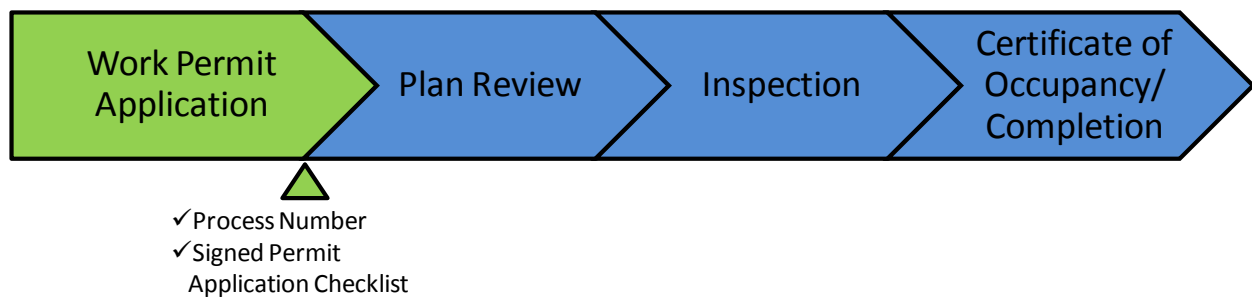


Figure 2: Work Permit Application Process

Work Permit Application Requirements

A *Work Permit Application* must be completed and accepted in order to begin the process to obtain a process number. The *Work Permit Application Form* (**Appendix D: Building Department Forms**) can be obtained at the City of Miami Beach Building Department <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=38224>. In addition to the *Work Permit Application*, other required documents will need to be submitted and accepted prior to proceeding to the Plans Review Process.

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

1. *Work Permit Application* containing the following required information:

- Address of the property and the folio number (13 digit number from property tax statement or Miami-Dade County Office of the Property Appraiser). The folio number can be obtained online at the Miami-Dade County website at: http://www.miamidade.gov/pa/property_search.asp
- Owner/contractor information: Name, telephone number, and email address (if available)
- Owner/Tenant/Qualifier Signature (all signatures must be notarized and original)
- Description of Work (the scope of work must match with the scope described on the drawing plans)
- Design Professional information (including e-mail address) for Electronic Plan Review.
- Job value – Estimated cost of project
- Square footage of work area
- Type of occupancy

2. *Construction Plans*

- Three (3) sets of plans required for Drop-Off² Plans Review
- Two (2) sets of plans required for Walk-Thru³ Plans Review. If a Walk-Thru Plans Review is later converted to a Drop-Off Plans Review, you will be required to submit three (3) sets of plans
- Drawings and supporting documents electronically signed by PEDDS for Electronic Plan Review.
- Plans submitted must be considered 100% complete to qualify for plans review
- Construction plans must be signed and sealed by a design professional. Please refer to **Appendix D: Building Department Forms** for specific information on project documents that need to be signed and sealed by a design professional

² A Drop-Off Plans Review is when a customer “drops-off” or leaves the construction plans with the Building Department for the required areas to conduct the plan review. Specific details about Drop-Off Plans Reviews are described in Section C: Plans Review Process of Chapter III Permitting Process.

³ A Walk-Thru plan review is when a customer is able to walk-thru the construction plans to all the required areas needed to conduct the plan review. For additional information about Walk-Thru Plan Reviews, please refer to Section C: Plan Review Process.

3. Proof of Ownership

- If the person applying for the permit is the owner of the property, please provide either of the following documents:
 - Recorded warranty deed
 - If the person signing the *Permit Application* is not the owner of the property, please provide the following documents:
 - Power of Attorney or Original Authorization Letter from the Owner to the Agent
 - Copy of Lease Agreement and Original Authorization Letter from Condominium Association (must be on Condominium letterhead, signed by a Board member and must have the Notary or Condo Seal)
- If the owner of the property is a corporation, please provide **all** of the following documents:
 - Articles of Incorporation listing the managing members/officers/directors (only these persons are authorized to sign the permit application)
 - Minutes of meeting (if Board members from Articles of Incorporation changed only)

4. Up-front permit fee payment (non-refundable)

- Up-front fee is 20% of the total permit cost
- The outstanding balance of the permit must be paid prior to the issuance of the permit

5. Owner/Builder Affidavit (For Owner/Builder Permits Only)⁴

- Owner of the property must come in person to sign the *Work Permit Application*
- Owner of the property must be present to sign the *Owner/Builder Affidavit (Appendix D: Building Department Forms)*

The previous requirements are the minimum requirements that must be met for the City of Miami Beach Building Department to accept the *Work Permit Application* and issue a Process Number needed to begin the Plans Review Process. However, in addition to the above minimum requirements, the following items will also need to be submitted and accepted prior to obtaining a permit, which is issued after the Plans Review Process. Customers are encouraged to provide all necessary documents and meet all requirements when submitting the *Work Permit Application*.

6. Contractor information

- The company name of the contractor
- Contractor/Applicant Name with State of Florida license number
- Contractor/Applicant's address
- Contractor's telephone, fax numbers and e-mail address (if available)

⁴ For additional information about Owner/Builder Permits, please refer to Chapter I. Permits: When they are required.

7. Construction Cost Estimate Affidavit (Appendix D: Building Department Forms)

- Affidavit is only needed for new construction and alteration and repairs

8. Liability Insurance and Workman's Compensation Insurance or State of Florida Exemption

- Insurance certificates must be addressed to the City of Miami Beach. For additional information, please refer to **Section D. Contractor Management in Chapter IV. Other Building Processes**

9. Professional License(s)

- State license, local business tax license, certificate of competency, and/or municipal contractor occupational license must be provided. For additional information, please refer to **Section D. Contractor Management in Chapter IV. Other Building Processes**

10. For LEED Project Application (Appendix D: Building Department Forms)

- For projects seeking Leadership in Energy and Environmental Design (LEED) certification only

When the *Work Permit Application* is submitted to the City of Miami Beach Building Department, the permit clerk will provide the customer with a checklist of all the above requirements to receive a permit. If only the minimum requirements are met, a process number will be issued and the customer can begin the Plans Review Process with the understanding that other requirements must be met prior to the permit being issued at the end of the Plans Review Process. If the minimum requirements are not met, the permit clerk will inform the customer of the missing information on the checklist and ask them to resubmit the *Work Permit Application* when these requirements are met. Please refer to **Appendix D: Building Department Forms** for a copy of the *Work Permit Application Submittal Checklist*.

Permit Types

During the Work Permit Application Process, City of Miami Beach Building Department staff and the customer will determine which type of permit is appropriate and needed based on the size, location, and impacts of a project. The type of permit affects the information that must be provided to complete a permit application. A brief description of each type of permit follows:

- **Master Permits:** The master permit is the umbrella permit for a project. It should include all structural and/or cosmetic work that will be performed. The master permit should include any electrical, mechanical and plumbing work if those trades will be a part of the construction. The applicant should reflect in the description of work everything that is going to take place under the master permit on the application, as well as in the drawings that will be submitted for plan review. Master permits are usually obtained for large construction projects that

incorporate work covered under several or all trades, such as new construction or alteration work.

- Sub-Permits: A sub-permit is pulled under the master permit for electrical, plumbing, mechanical or small building work. A sub-permit includes work that is going to be performed by another contractor. Sub-permits can be pulled only after the master permit has been reviewed, approved and issued to the general contractor.
- Stand Alone Permits: Many small projects can be permitted with or without plans not related to master. Applicant must still pay the permit fee and submit the proper application to the City.
- Trade permits: Such as mechanical, Fire, electrical or plumbing work, requires a separate permit. If the trade work is not included on a master permit, construction plans are required for approval.

Work Permit Application Procedures

The City of Miami Beach Building Department offers three procedures to submit Work Permit Applications:

- In-Person Permit Application
- Drop-Off Permit Application
- Online Permit Application

The next section provides a description of each of these procedures.

In-Person Permit Application

The In-Person Permit Application procedure involves having the owner of the property, authorized agent, or the licensed contractor submit the *Work Permit Application* and required documents for a permit in person at the City of Miami Beach Building Department. The In-Person Permit Application procedure is available for all types of permits. The steps required to submit a *Work Permit Application* in person are as follows:

1. The customer must first go to the Building Department's greeter's desk to state the reason for his/her visit. The greeter will provide the customer with an A-ticket number from the City's QMatic queuing system designating the reason for the visit is to apply for a permit. For a complete list of the QMatic ticket denominations and hours of operation, please go to **Appendix D: Building Department Forms**.
2. When the customer is called to the permit counter via the QMatic system, he/she must provide a complete Work Permit Application with requirements described on the previous section in order for the application to be accepted.

3. The permit clerk then verifies the following items:
 - No open violations on the property.
 - If any violations are found, the application will be placed on hold and the customer must go to the Violations Section of the Building Department to address any outstanding violation. For additional information about the Violations Process, please refer to **Section H. Violations in Chapter IV. Other Building Processes.**
 - Complete *Work Permit Application* and the minimum requirements as described in the previous section.
 - Architect and engineer license information.
 - Permit clerk verifies that licenses are currently active by checking the Florida Department of Business and Professional Regulation (DBPR) website.
4. If the customer does not meet the minimum *Work Permit Application* requirements, the permit clerk will return the documents to the customer and ask him/her to come back once all requirements are met.
5. If the *Work Permit Application* and the required documents are accepted, the permit clerk enters the application information in Permits Plus and asks the customer to pay for the up-front permit fee. At this point, the customer receives a Process Number.
 - Please note that, once accepted, the *Work Permit Application* will be retained by the City of Miami Beach Building Department.
 - Process Numbers will not be issued unless the minimum requirements are submitted as part of the *Work Permit Application* packet. Incomplete applications will not be accepted, with the exception of the contractor information if it is not yet available at the time of the *Work Permit Application* submittal.
6. The permit clerk informs the customer of any additional items from the *Work Permit Application Checklist* that will need to be provided after the Plans Review Process in order to be issued a permit. Both permit clerk and customer sign the checklist and each keep a copy.
7. If the permit requires plans to be reviewed, then the customer goes to the next step of the permitting process, the Plans Review Process. The permit clerk will select the appropriate building disciplines and other departments that will need to review the plans.

Permit Application Drop-Off

The Permit Application Drop-Off procedure allows customers to drop off up to three (3) *Work Permit Applications* to be processed and returned to the customer on the following business day.

1. The customer must go to the Building Department's greeter's desk and submit a **complete** *Work Permit Application*, in a manila envelope with the following information written on the envelope:
 - Contact Name
 - Phone Number
 - Email Address
 - Fax Number
2. Once the application is dropped-off, the permit clerk verifies the following items:
 - No open violations on the property. Greeter will verify prior to drop off.
 - If any violations are found, the application will be placed on hold and the permit clerk will notify the customer by phone that he/she must go to the Violations Section of the Building Department to address outstanding violations. For additional information about the Violations Process, please refer to **Section H. Violations in Chapter IV. Other Building Processes.**
 - Complete *Work Permit Application* and the minimum requirements as described in the previous section.
 - Architect and engineer license information.
 - Permit clerk verifies that licenses are currently active by checking the Florida Department of Business and Professional Regulation (DBPR) website.
3. If the customer does not meet the minimum *Work Permit Application* requirements, the permit clerk notifies the customer via phone that the application is incomplete and that he/she must pick-up the documents the next day and may resubmit once all requirements are met.
4. If the *Work Permit Application* is accepted, the permit clerk enters the application information in Permits Plus and notifies the customer via phone that the application has been processed and that he/she can pay the up-front permit fee in person or the total online.
 - Please note that once accepted; the *Work Permit Application* will be retained by the City of Miami Beach Building Department.
5. Once the up-front permit fee payment has been made, the customer receives a Process Number. The permit clerk informs the customer of any additional items from the *Work Permit Application Checklist* that will need to be provided after the Plans Review Process in order to obtain the permit.
 - Process Numbers will not be issued unless the minimum requirements are submitted as part of the *Work Permit Application* packet. Incomplete applications will not be accepted, with the exception of the contractor information if it is not yet available at the time of the *Work Permit Application* submittal.
6. The customer returns to the permit counter to pay or pick-up receipt and a copy of the *Work Permit Application Checklist*. Both permit clerk and customer sign

the checklist and each keep a copy. The customer can then begin the Walk-Thru Plans Review or the Drop-Off Plans Review (24 hours or regular drop off)..

Online Permit Application

The Online Permit Application procedure provides customers with the ability to apply for a permit online through the City of Miami Beach VelocityHall website. This process is only available for electrical, plumbing, and mechanical permits (trade permits), that are tied to a master permit. In order to complete the Online Permit Application procedure, customers must follow these steps:

1. If the customer is not registered in the City of Miami Beach VelocityHall website, he/she must complete the initial application and registration process, which involves filling out the *Online Permit Application Declaration Form* (**Appendix D: Building Department Forms**). The form can be obtained at the City of Miami Beach Building Department or through the City of Miami Beach website at <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=37834>. The original signed form must be delivered via mail or in person to the Building Department for processing.
2. Once the *Online Permit Application Declaration Form* is received by the Building Department, the permit clerk enters the information in Permits Plus and checks if contractor license and insurance are current. For additional information about the Violations Process, please refer to **Section H. Violations in Chapter IV. Other Building Processes**.
3. If all license information is current, the permit clerk registers the customer in the VelocityHall website and the customer is notified by email that he/she can begin the Online Permit Application procedure.
4. Once the customer goes to the VelocityHall website, he/she can fill out the *Work Permit Application* information. The system validates the information, calculates the permit fees, and issues the final permit electronically.
 - Customers registered with the City of Miami Beach can pay electrical, plumbing and mechanical permit fees online using Visa, MasterCard or American Express.

Work Permit Application with no Activity

Please be advised that when a *Work Permit Application* tied to a Process Number has no activity for more than 180 days, the status of the permit application will be considered abandoned. In order to activate the permit the customer must submit an *Extension Request for Applications in Applied Status with No Activity for 180 Days or More to the Building Official* (**Appendix D: Building Department Forms**).

Pre-Submittal Consultation

Customers that are looking to obtain a permit for a large or complex construction project are encouraged to request a Pre-Submittal Consultation with the City of Miami Building Department staff.

The pre-submittal consultation entails holding a meeting with the architect, owner, contractor(s), and City of Miami Beach Building Department staff prior to submitting the *Work Permit Application*, in order to discuss the project timelines and to identify the best approach to permitting the construction project given the owner's schedule and timelines. Based on this meeting and depending on the scope of work for the project, the architect is advised on how to prepare the permit packages.

One of the main topics of the pre-submittal consultation is the scope of work of the project. When the project consists of more than one structure or building within the project site, the Building Department will advise the Project Team (architect/owner/contractor) on how to divide the structures into separate master permits. This enables the Project Team to have maximum flexibility with regards to Certificate of Occupancy issuance. For example, if all the structures within a site are under one master permit, then a Certificate of Occupancy will be granted upon completion of all the structures. If each of the structures has a master permit then, as the structures are completed, they will be granted a separate Certificate of Occupancy. This allows for the phasing of large complex projects.

Private Provider

For owners applying for large complex projects (permit applications meeting the requirements of 553.791 FS) can hire an architectural and engineering firm or private provider to review their construction documents before the permit application and construction documents are brought to the Miami Beach Building Department for review, thereby facilitating the approval of the plans. If the customer will be using a private provider, the customer must notify the Building Official during the Work Permit Application Process by filling out the *Notice to Building Official of Use of Private Provider* form (**Appendix D: Building Department Forms**).

Once the private provider has reviewed the construction documents and the customer brings them to the Miami Beach Building Department for review, the Building Department has 30 business days after receipt of permit application and construction documents to approve or reject the plans. In addition, the Building Official may request that the private provider conduct some of the inspections required for the construction project. For additional information about private provider requirements and procedures, please refer to (**Appendix C: Private Provider Requirements and Procedures**).

Work Permit Application Questions

City of Miami Beach Building Department staff is available to meet with customers for any questions or concerns throughout the permitting process. Customers can schedule an appointment to meet with Building Department personnel as follows:

- In person: City of Miami Beach Building Department, City Hall, 2nd Floor
- By phone: 305-673-7610
- By email: Download and fill-out the *Appointment Request Form (Appendix D: Building Department Forms)* that can be obtained at the City of Miami Beach's website at: <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=37838> and email the form to the Building Department.

C. Plans Review process

The following section describes the second step of the permitting process as highlighted in Figure 3 below. The purpose of this step is to submit the construction plans for review and approval in order to obtain the Permit Card and the Permit Number.

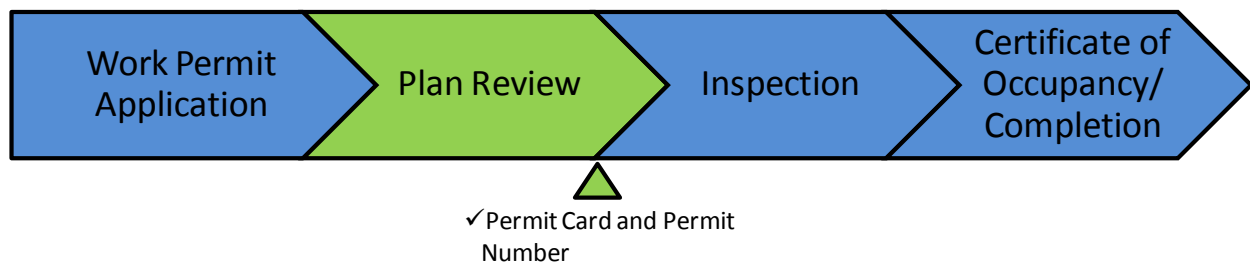


Figure 3: Plans Review Process

Plans Review Requirements

Before submitting the construction plans to the City of Miami Beach for their review, customers must ensure that the plans meet certain criteria. The *Florida Building Code*, Chapter 1, Section 106.3.5 establishes the minimum requirements required for construction document review. Please refer to **Appendix F: Minimum Requirements for Construction Plans**, for additional information about these requirements.

The Miami Beach Building Department requires that construction plans undergo a plan review from one or more of the following building disciplines in accordance with Florida Building Code as well as all applicable codes.

- Building and Accessibility
- Structural
- Mechanical
- Electrical
- Plumbing
- Elevator
- Government Compliance

Each of the building disciplines examine the construction plans for specific items depending on the type of permit and construction to be performed. A description of each of these reviews by building discipline is provided below.

Building and Accessibility Plans Review

During a building and accessibility plans review, building plans examiners review the following items: Property address, project description, occupancy, area of work and scope of work (classification), cost of construction.

Using this information, a plans review is conducted to determine *Florida Building Code* compliance with the following:

- Type of work (commercial, residential, new, existing, etc.)
- Type of construction (concrete, concrete block, wood, etc)
- Egress – Means of exiting the building or structure (corridors, stairs, ramps, doors, egress windows, etc.)
- Fire prevention requirements (fire resistance, fire separation, fire alarm, fire sprinklers, stand pipe, finishes classification, etc)
- Accessibility for persons with ADA requirements
- Energy conservation (Insulation and building envelop conservation)
- Interior environment (Sound insulation, light, ventilation, temperature control, etc)

For a complete checklist of all items included as part of a building and accessibility plans review, please refer to **Appendix G: Plans Review Checklists**.

Structural Plans Review

The structural plans review covers all materials involved in construction, such as concrete, steel, wood, etc. Requirements for each material are covered by a different code; therefore, plans examiners refer beyond the *Florida Building Code* and referenced Codes from agencies such as the American Society of Civil Engineers, American Institute of Steel Construction (AISC), and National Design Standards for Wood, among others are considered part of the requirements for Florida Building Code.

Any pre-fabricated piece or element that encloses a building, such as windows, storm, panels, etc. needs to have a Product Control Approval or Notice of Acceptance (NOA). This is verified at the time of plans review. The basic requirements needed to pass a structural plans review are as follow:

New Construction:

1. Structural plans
2. Specifications (if available)
3. Structural calculations
4. Geotechnical report (soil report)

5. Threshold inspection plan (if threshold building⁵)
6. Threshold inspector's affidavit (if threshold building)
7. Special inspector's forms (whichever apply):
 - Piling
 - Soil compaction
 - Lightweight insulation concrete
 - Precast units and attachments
 - Reinforced masonry
 - Steel-bolted and -welded connections
 - Wood trusses over 35 feet long
 - Curtain walls and their attachments
8. Wind tunnel study report (if available)
9. Product approvals (NOAs or FL#)
10. Manufacturer's technical information

Alterations:

1. Structural plans (plans must state "Alteration Level")
2. Structural plans of existing structure
3. Specifications (if available)
4. Structural calculations
5. Geotechnical Report (soil report)
6. Special inspector's forms (whichever apply):
 - Piling
 - Soil compaction
 - Lightweight insulating concrete
 - Precast units and attachments
 - Reinforced masonry
 - Steel bolted and welded connections
 - Wood trusses over 35 feet long
7. Product approvals (NOAs or FL#)
8. Manufacturer's technical information

Commercial Pools:

1. Structural plans
2. Structural plans of existing structure (if required)
3. Specifications (if available)
4. Structural calculations
5. Geotechnical report (soil report)
6. Special inspector's forms (whichever apply):
 - Piling
 - Soil compaction
 - Steel bolted and welded connections

⁵ A *Threshold Building* is defined as one that is greater than 3 stories or 50ft in height or which has an assembly classification that exceeds 5,000sf in area and an occupant content of greater than 500 persons.

For a complete checklist of all items included as part of a structural plans review, please refer to **Appendix G: Plans Review Checklists**.

Mechanical Plans Review

1. Mechanical plan examiners review the mechanical plans based on the requirements and standards of the *Florida Building Code*.
2. Compliance with Zoning set-backs and flood criteria
3. HVAC schedule as required by Chapter 8 of Miami-Dade County Code
4. As required by FBC, Energy; (1) heating and cooling sizing calculations; (2) energy code calculations
5. Equipment and outside air schedules
6. All ducts and diffuser sizes, fan coil and condensing unit locations, specifications and cfm's per outlet.

For a complete checklist of all items included as part of a mechanical plans review, please go to **Appendix G: Plans Review Checklists**.

Electrical Plans Review

Electrical plans examiners review the project description and the construction plans to ensure all electrical components are compliant with the *Florida Building Code*. For an electrical plans review of a new construction or an alteration/remodel, plans are required to include the following items:

- Full set of plans with details and specifications
- Elevations
- One line/riser diagram
- Panel schedules
- Load calculations
- AIC (Amperes Interruption Current) letter and calculations (for commercial or multi-family)
- Fixture equipment schedule
- Materials schedule

For a complete checklist of all items included as part of an electrical plans review, please refer to **Appendix G: Plans Review Checklists**.

Plumbing Plans Review

Plumbing plans examiners review items on the plans related to piping, plumbing facilities, fixtures, vents, drainage, pools, etc.

For a complete checklist of all items included as part of a plumbing plans review, please refer to **Appendix G: Plans Review Checklists**.

Elevator Plans Review

Any time a construction plan includes an elevator, the plans must go through two separate reviews. The first review, which is part of the City of Miami Beach Building review process, is for items such as accessibility, mechanical, etc. The second review is conducted by the City of Miami Beach Elevator Section and ensures the elevator meets all the requirements set forth in the *Florida Statutes*, Chapter 399, Elevator Safety and the *American Society of Mechanical Engineers (ASME) A17.1 Safety Code for Elevators and Escalators*.

If an elevator does not meet the minimum requirements established by these Codes, the customer needs to submit a *Request for a Variance* and provide information to the City of Miami Beach Elevator Section explaining why the elevator is different and how it will have the same level of safety as the elevators required by code. The variance must be posted in the elevator at all times so the inspectors know the elevator was granted a variance. A variance fee of \$500 is charged in addition to the permit fee.

Government Compliance Review

Governmental Compliance/Engineering Plan Examiners review new constructions, additions, alterations, repairs and change of occupancy plans, documents and specifications to ensure comply with National, State and Local laws, codes and ordinances as related to Floodplain Management and Environmental and Solid Waste Management.

Other Departments

For a complete checklist of all items included as part of an elevator plans review, please refer to **Appendix G: Plans Review Checklists**.

Depending on the complexity of the building project, other departments, such as Planning and Zoning, Public Works, and Fire Prevention, may also need to review and approve the project in order to issue the permit. These departments may examine the impact the building project is likely to have on available resources and infrastructure, such as roads, bridges, water, sewer and fire services. A brief description of departments and the areas they oversee is provided below:

- The Planning & Zoning Department prepares, updates, and maintains neighborhood and Citywide plans and technical data for the City pursuant to Florida Statutes and City Codes. The department is divided into four distinct sections: Planning, Zoning, Design and Historic Preservation. A project may require approval from the Design Review Board, Historic Preservation Board, Planning Board or Board of Adjustment.
- The Engineering Division in the Public Works Department designs and drafts plans and prepares specifications for improvements to the City's infrastructure. The division maintains engineering and utility records. It performs inspections on the City's bridges, seawalls, storm sewer, sanitary sewer, water and street

lighting systems. The Survey Section within the division provides surveys, legal descriptions, construction layouts, line and grade for water and sewer, streets, streetlights and storm water improvements. The division also issues utility construction permits, reviews Planning and Zoning Board issues and also conducts building plans reviews.

- The Fire Prevention Division in the Fire Department is responsible for enforcing the *Florida Fire Prevention Code* by providing plan review and inspection services. In order to ensure occupant safety and property protection, the Fire Prevention Division is involved in the majority of all Building Permits issued by the City and issues permits for any work performed pertaining to fire protection systems.

For additional information about plans review requirements and checklists for the departments mentioned above, please go to the City of Miami Beach website at www.miamibeachfl.gov.

In addition to the review requirements mentioned above, plans may be reviewed by the following **external agencies**:

- FEMA
- Environmental Resource Management (DERM)
- Department of Environmental Protection (DEP)
- Miami-Dade Water & Sewer (WASD)
- Florida Department of Health
- Army Corps of Engineers
- South Florida Water Management District (SFWMD)
- Florida Department of Transportation (FDOT)
- Government Compliance
-

For a complete list of required reviews by permit types, please go to **Appendix B: Plans Review Matrix**.

Plans Review Procedures

The City of Miami Beach offers five different plans review procedures for customers to submit their construction plans for review, depending on the type of construction work and permit that the customer is trying to obtain:

- Walk-Thru Plans Review
- 24-Hour Drop-Off Plans Review
- Drop-Off Plans Review
- Electronic Plans Review (e-Plans Review)
- Expedited Plans Review

The following section contains details about the plans review procedures mentioned above.

The Walk-Thru Plans Review and the 24-Hour Plans Review procedures are only available for the following types of construction work:

- A/C units 5 tons and under
- Antennas and equipment shelter on roof top
- Awnings/canopies/carports
- Balconies/guard/glass railings
- Balcony repairs
- Boat lifts (multi-family and commercial)
- Busway installation
- Cabinet/counters (multi-family and commercial)
- Card access control
- Civil work
- Dock (single-family)
- Doors
- Door roll up
- Driveways (single-family, multi-family and commercial)
- Driveways (sealing/coating)
- Eye brow repairs
- Fence/gates/CBS wall (single-family, multi-family and commercial)
- Floors (tiles/wood/marble)
- Fountains
- Garage doors
- Gas piping
- Gas/heat pump
- Generator (single family residence or portable)
- Glass glazing
- Irrigation and landscaping
- Heating hood
- Lightweight concrete
- Paint exterior
- Parking lots
- Paving parking lots
- Post tension
- Ramp/wheel chair
- Railings
- Roofs
- Sandblast/marcite
- Screen enclosures
- Seawall repairs
- Sheds
- Shutters
- Signs
- Skylights
- Shop drawings
- Slab repairs
- Smoke detectors

- Special events combination (3 copies)
 - Bleachers
 - Fences
 - Generators
 - Tents
 - Tower installation
 - Stage
- Stairs
- Striping
- Storefront doors
- Stucco repair
- Swimming pool equipment
- Temporary for construction
- Trailers
- Trash chutes
- Trusses
- Walk-in coolers/freezers combo
- Waterproofing
- Windows
- Wood paving/concrete decks

Walk-Thru Plans Review

A Walk-Thru Plans Review consists of the customer taking or “walking” the construction plans to each building discipline or other department for their review and approval. If all *Work Permit Application* requirements are met, the Walk-Thru Plans Review can be completed and a permit can be obtained the same day. As a guide the following partial list of project types usually qualify as a walk-thru.

- Awnings, Canopies, Carports, Signs, Sheds
- Change of use with **no** work proposed
- Docks, Boat Lifts, Seawall repairs
- Flooring, Paving, Driveways, Parking Lots, Concrete decks
- Glass/glazing, Windows, Doors, (regular, garage, roll-up, etc.), Shutters, Screen enclosures, Guardrails, Handrails
- Landscaping, Civil Work, Fences, Gates, Fountains, Exterior lighting
- Roofing, Skylights, Waterproofing
- **Small Repairs:** Concrete, Stucco, Balconies, Eye brow, Slabs, Pool surface, Fire Stopping, Stairs
- **Special Events:** Bleachers, Fences, Generators, Tents, Towers, Stages
- **Shop Drawing:** Trusses, Post Tension, Stairs (except fire protection plans)
- **Electrical Permits:** Empty Conduit, Busways, Antennas, Equipment, Generators, Smoke Detectors, Temporary Service, Card Access Control, Solar Photovoltaic Systems,
- **Mechanical Permits:** A/C units, Gas/Heat Pumps, Heating Hoods, Trash Chutes, Walk-in Coolers
- **Plumbing Permits:** Irrigation, Gas Piping
- **Fire Permits:** Alarm, Sprinklers

The Walk-Thru Plans Review is available from 8:00am to 10:30am. The afternoon, from 1:30pm to 3:30pm is open only to homeowners. Customers submitting construction plans for Public Works review and approval after 11:00am must go to the Public Works Department located in the 4th floor of City Hall. The following steps describe the Walk-Thru Plans Review procedure:

1. Once the customer completes the *Work Permit Application* process and receives a Process Number, he/she is able to walk the plans through all the required plans reviews on that day or come back on a different day.
 - If the customer is doing the Walk-Thru Plans Review on the same day that he/she received a Process Number, the permit clerk will place him/her on the QMB queuing system, and the customer must wait for each building discipline and other departments to call him/her and review his/her construction documents. The permit clerk will create a workflow in the system to track the plan reviews status.
 - If the customer decides to return on a different day, the customer must first go to the Building Department's greeter's desk to state the reason for his/her visit. The greeter will provide the customer with a C-ticket number from the City's QMatic queuing system designating the reason for the visit is to conduct a plans review. Once the customer is called by the plans router, he/she will be placed on the QMB queuing system to wait for each of the areas conducting the review to call him/her. For a complete list of the QMatic ticket denominations and hours of operation, please go to **Appendix D: Building Department Forms**.
2. When the customer is called by each of the plans examiners, the customer must provide two (2) sets of signed and sealed construction plans.
 - Please note that, if at any point during the Walk-Thru Plans Review, any of the plans examiners establishes that the plans cannot be reviewed in 15 minutes or less, the customer is required to drop-off the plans as part of the Drop-Off Plans Review procedure and the customer will be required to submit three (3) sets of signed and sealed documents.
3. Each plans examiner will review the construction plans and enter comments and approvals into the City's Permits Plus system.
4. At the end of the plans review, if any of the plans examiners made a comment or found any deficiency on the construction documents and did not approve them, the construction plans will be returned to the customer, so they may address the comments or deficiencies and make the appropriate corrections. Once the corrections are made, the customer may return to the City and begin the Plans Review Process again.
5. If all the required building disciplines and other departments approved the plans, the customer must return to the plans router to finalize the plans. The Building Department will retain one set of approved plans (office copy) and the customer will keep the other set (job copy).

6. The customer will then be called to the permit counter where he/she will pay the balance of the permit fee and provide any missing documentation identified during the Work Permit Application Process.
7. Once the permit fee is paid and the permit clerk verifies that all documentation has been provided, the customer will be issued a Permit Card with a Permit Number and may begin construction.

24-Hour Drop-Off Plans Review

The City of Miami Beach Building Department offers a 24-Hour Drop-Off Plans Review as an additional Plans Review Process alternative. Similar to the Walk-Thru procedure described above, this alternative is only available for small construction plans that take less than 15 minutes to review. For a specific list of construction projects eligible for a 24-Hour Drop-Off Plans Review, please refer to the previous section.

Customers wishing to do a 24-Hour Drop-Off Plans Review must drop-off their construction plans before 1:30pm Monday through Friday, for them to be available for pick-up the following business day after 3:00pm. If the construction plans are dropped-off after 1:30 pm, the plans will be available in 2 business days after 3:00pm. The steps to submit construction plans for a 24-Hour Drop-Off Plans Review are as follows:

1. Once the customer completes the Work Permit Application Process, he/she may drop-off the construction plans at the drop-off window.
 - If the customer is doing the 24-Hour Drop-Off Plans Review on the same day that he/she received a Process Number, the permit clerk will place him/her on the QMB queuing system, and the customer must wait to be called to the drop-off window.
 - If the customer decides to return on a different day, the customer must first go to the Building Department's greeter's desk to state the reason for his/her visit. The greeter will provide the customer with a C-ticket number from the City's QMatic queuing system designating the reason for the visit is to conduct a plans review and the customer must wait to be called to the drop-off window. For a complete list of the QMatic ticket denominations and hours of operation, please go to **Appendix D: Building Department Forms**.
2. Customers must provide two (2) sets of signed and sealed construction documents for the 24-Hour Drop-Off Plans Review.
 - Please note that if at any point during the 24-Hour Drop-Off Plans Review, any of the plans examiners establishes that the construction plans cannot be reviewed in 15 minutes or less, the customer will be notified by email or phone that the review is not completed, and he/she will have to submit the construction documents through the regular Drop-Off Plans Review process and will be required to submit three (3) sets of signed and sealed construction plans.

3. Each plans examiner will review the construction plans and enter comments and approvals into the City's Permits Plus system.
4. At the end of the plans review, if any of the plans examiners made a comment or found any deficiency on the construction plans and did not approve them, the construction documents will be returned to the customer on the following business day (or in 2 business days if the construction plans were dropped-off after 1:30pm). The customer must address any comments or deficiencies and make the appropriate corrections. Once the corrections are made, the customer may return to the City and begin the Plans Review Process again.
5. If all the required building disciplines and other departments approved the construction plans, the customer will come back the next business day (or in 2 business days if the construction plans were dropped-off after 1:30pm), pick-up the construction plans in the plans room and go to the plans router to finalize the plans. The Building Department will retain one set of approved plans and the customer will keep the other set.
6. The customer will then be called to the permit counter where he/she will pay the outstanding balance of the permit fee and provide any missing documentation identified during the Work Permit Application Process.
7. Once the permit fee is paid and the permit clerk verifies that all documentation has been provided, the customer will be issued a Permit Card with a Permit Number and may begin construction.

Drop-Off Plans Review

The Drop-Off Plans Review is available for all construction projects without any restriction as to the type of project being submitted. The review process will take approximately 30 days to review residential construction projects and 60 days for multi-family and commercial construction projects. The following steps describe the Drop-Off Plans Review procedure:

1. Once the customer completes the Work Permit Application Process, he/she may drop-off the construction plans at the drop-off window.
 - If the customer is doing the Drop-Off Plans Review on the same day that he/she received a Process Number, the permit clerk will place he/she on the QMB queuing system, and the customer must wait to be called to the drop-off window.
 - If the customer decides to return on a different day, the customer must first go to the Building Department's greeter's desk to state the reason for his/her visit. The greeter will provide the customer with a C-ticket number from the City's QMatic queuing system designating the reason for the visit is to conduct a plans review and the customer must wait to be called to the drop-off window. For a complete list of the QMatic ticket denominations and hours of operation, please go to **Appendix D: Building Department Forms**.

2. Customers must provide three (3) sets of signed and sealed construction plans for a Drop-Off Plans Review.
3. Each plans examiner will review the construction plans and enter comments and approvals into the City's Permits Plus system.
4. At the end of the plans review, if any of the plans examiners made a comment or found any deficiency on the construction plans and did not approve them, the construction plans will be returned to the customer who must address all comments or deficiencies and make the appropriate corrections. Once the corrections are made, the customer may return to the City and begin the Plans Review Process again.
5. If all the required building disciplines and other departments approved the construction plans, the customer will pick-up the construction plans in the plans room and go to the plans router to finalize the plans. The City will retain two sets of approved plans and the customer will keep the other set.
6. The customer will then be called to the permit counter where he/she will pay the outstanding balance of the permit fee and provide any missing documentation identified during the Work Permit Application Process.
7. Once the permit fee is paid and the permit clerk verifies that all documentation has been provided, the customer will be issued a Permit Card with a Permit Number and may begin construction.

Electronic Plans Review (e-Plans Review)

The City of Miami Beach Building Department offers e-Plans Review as an additional alternative to the Plans Review Process. The City's ProjectDox software allows all the City of Miami Beach's plans examiners to conduct their reviews simultaneously and allows design professionals to submit construction plans and receive plans review comments and approvals via the Internet. Instructions on how to login to use ProjectDox are provided on the City of Miami Beach website or in **Appendix D: Building Department Forms** (*ProjectDox Instructions Manual*).

The e-Plans Review is available to everyone. There are no restrictions for the type of construction project that may be filed using e-Plans Review. The steps to submit plans through an e-Plans Review are as follows:

1. When the customer completes the Work Permit Application Process, he/she must select the option for e-Plan Review found in the *Work Permit Application* document and must provide the email address of the design professional in charge of the project (architect or engineer depending of the type of work. If a design professional is not required then the email address of the applicant. Customers using the e-Plan Review procedure must meet the same construction plan requirements as those established for the other plan reviews.

2. The permit clerk selects e-Plans Review under the project application and change the status to "INPLANREVIEW" in the permit system (Permits Plus) and a project is automatically created in ProjectDox.
3. ProjectDox sends an email notifying the architect that he/she can upload the construction plans. In order to successfully upload the construction plans, the design professionals must meet the following requirements:
 - Design professionals must follow the standards and acceptable formatting guidelines provided in **Appendix D: Building Department Forms (e-Plans Review Standards and Acceptable Formatting)**, when submitting and uploading plans for an e-Plans Review.
 - To ensure a prompt review, documents and drawings must be named according to the Naming Conventions provided in **Appendix D: Building Department Forms (Document and Drawing Naming Convention)**.
 - Any of the documents that are required by *Florida Statutes* to be signed and sealed by a Design Professional provided in **Appendix D: Building Department Forms (Projects Required to be Signed and Sealed by a Design Professional)** should be electronically signed using the Professional Data Delivery System (PEDDS). To install the City of Miami Beach acceptable version of PEDDS, please go to the City of Miami Beach website or to **Appendix D: Building Department Forms (PEDDS Installation Instructions)**.
 - When filing electronically, customers must submit a paper copy of the Delivery Manifest signed by the Project Manager and the PEDDS Electronic Signature Report(s) signed, dated and sealed by each design professional involved in the project to Records Management.
4. Once the construction plans have been successfully uploaded into ProjectDox, the City of Miami Beach authenticates the drawings and validates the electronic signature.
 - If the City receives an error when authenticating the plans, the router clerk rejects the submittal in ProjectDox and the architect is notified that the construction documents will need to be re-submitted by email automatically generated by ProjectDox.
 - If the plans are successfully authenticated, the router clerk sends the construction plans to all required building disciplines other City departments and some outside agencies for their review.
5. Each plans examiner will review the construction plans and enter comments and approvals in ProjectDox.
6. At the end of the plans review, if any of the plans examiners made a comment or found any deficiency on the construction plans and did not approve them, the construction plans will be rejected in ProjectDox, and the architect will be notified by email to check for comments in ProjectDox. The architect must address all comments or deficiencies and make the appropriate corrections. Once the corrections are made, the architect may upload the revised construction plans again into ProjectDox following the markup standard naming conventions

established by the City of Miami Beach (**Appendix D: Building Department Forms**).

7. If all the required building disciplines and other departments approved the construction plans, the router clerk will approve the construction plans in ProjectDox, and the architect is notified that the construction plans have been approved.
8. The customer returns to the permit counter where he/she will pay the outstanding balance of the permit fee and provide any missing documentation identified during the Work Permit Application Process.
9. Once the permit fee is paid and the permit clerk verifies that all documentation has been provided, the customer will be issued a Permit Card with a Permit Number and construction may begin. The architect is also granted the rights to download and print the final construction plans from ProjectDox.

Expedited Plans Review

During an Expedited Plans Review customers are able to get their plans reviewed after regular working hours for an additional fee. An Expedited Plans Review is only allowed for customers that have undergone at least one plans review cycle and the plans were not approved. The steps to submit a request for an Expedited Plans Review are as follows:

1. Customer submits an *Expedited Plans Review Request Form* (**Appendix D: Building Department Forms**) in person to the Administration 2nd floor in the City of Miami Beach Building Department. A separate form must be submitted for each of the disciplines required and must be signed and notarized by the customer requesting the expedited review. In addition, the customer must provide a letter of support explaining the reasons the expedited review is needed.
2. Once the Expedited Plans Review request is received by the Building Department, the Records Section staff reviews the request and sends it to the City of Miami Beach Building Official for approval.
 - If the Building Official rejects the request, the Records Section staff notifies the customer by phone that the request has been denied and the customer must use one of the other Plans Review procedures available.
 - If the Building Official approves the request, the plans examiner will review the construction plans and enter comments and approvals into the City's Permits Plus system.
3. Once the plans review is complete, the Records Section staff notifies the customer by phone or email.
4. At the end of the plans review, if any of the plans examiners made a comment or found any deficiency on the construction plans and did not approve them, the construction plans will be returned to the customer who must address all comments or deficiencies and make the appropriate corrections. Once the

corrections are made, the customer may return to the City and begin the Plans Review Process again.

5. If all the required building disciplines and other departments approved the construction plans, the customer will pick-up the construction plans in the plans room and go to the plans router to finalize the plans. The City will retain two sets of approved plans and the customer will keep the other set.
6. The customer will then be called to the permit counter where he/she will pay the outstanding balance of the permit fee, as well as for the Expedited Plans Review fee and provide any missing documentation identified during the Work Permit Application Process.
 - The Expedited Plans Review fee is calculated based on the plans examiner overtime hourly rate multiplied by the amount of time it took to conduct the plans review.
7. Once the permit fee and the Expedited Plans Review fee are paid for and the permit clerk verifies that all documentation has been provided, the customer will be issued a Permit Card with a Permit Number and may begin construction.

Plans Review Status and Questions

Throughout the Plans Review process, customers may review the status of the Plans Review Process online through VelocityHall.com. Please refer to **Appendix D: Building Department Forms**, for information on how to register in VelocityHall.com.

City of Miami Beach Building Department staff is available to meet with customers for any questions or concerns throughout the permitting process. Customers can schedule an appointment to meet with Building Department personnel as follows:

- In person: City of Miami Beach Building Department, City Hall, 2nd Floor
- By phone: 305-673-7610
- By email: Download and fill-out the *Appointment Request Form* (**Appendix D: Building Department Forms**) that can be obtained at the City of Miami Beach's website at: <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=37838> and email the form to the Building Department.

D. Inspection Process

The third step of the permitting process, as highlighted in Figure 4 below, is the Inspection Process. This process involves having field inspectors visit the project construction site and inspect the work performed to ensure that it matches with the approved construction plans and the requirements of the *Florida Building Code*. Each time an inspection is approved, the inspector will sign the back of the Permit Card as a record that the work meets Florida Building standards.

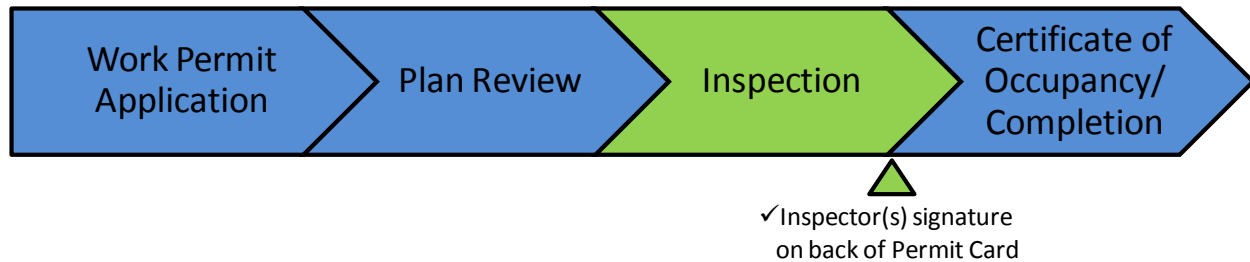


Figure 4: Inspection Process

Inspection Requirements

Construction or work for which a permit is required is subject to mandatory inspections by the Building Department per the *Florida Building Code*. The Building Department requires that the following building disciplines conduct an inspection of the construction site:

- Building and Accessibility
- Mechanical
- Electrical
- Plumbing
- Elevator
- Government Compliance

Additional inspections may be required by Planning & Zoning and Public Works and Fire Departments.

Each of the building disciplines mentioned above checks for specific items depending on the type of permit and the type of construction to be performed. A description of each of these reviews by building discipline is provided in the following section.

In order to conduct the inspection, the customer must allow the construction work to remain accessible and exposed. The approved job copy of the construction plans and a recorded *Notice of Commencement* must be available at the construction site. The Permit Card specifically must be properly posted and visible from the street (ex. front door, front window, garage door) and accessible for the inspector's signature. If the Permit Card and attachments are not visible when the inspector arrives, this will result in a failed inspection. An OSHA-approved ladder must be available if needed.

Notice of Commencement

A *Notice of Commencement* announces that work is about to begin on a building project and provides the involved parties with information needed regarding the construction liens. The *Notice of Commencement* must be recorded for real property improvements greater than \$2,500; however, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$5,000 in value.

The *Notice of Commencement* is recorded for the owner's protection under the Construction Lien Law. The *Notice of Commencement* form, provided in **Appendix D: Building Department Forms**, must be completed and recorded within 90 days before starting the building project. A copy of the payment bond, if any is required by the owner and purchased by the contractor, must be attached as part of the *Notice of Commencement* when recorded. If improvements described in the *Notice of Commencement* are not actually started within 90 days after the recording of the Notice, a new *Notice of Commencement* must be recorded. The property owner must make sure the original Notice is signed and notarized and must record the *Notice of Commencement* with the Miami-Dade County Clerk of the Court's Office either in person or through the mail.

To record the *Notice of Commencement* in person, the owner must drop off the form at the following location:

Main Recorder Office
Courthouse East Building
22 N.W. 1st Street, 1st Floor
Miami, Fl. 33128

To record the *Notice of Commencement* by mail, send the original Notice, \$13.00 in the form of a cashier's check or money order, and a self-addressed stamped envelope for the return of the original document and certified copy, to:

Office of County Recorder
Recording Department
P.O. Box 011711
Flagler Station
Miami, Florida 33101.

The owner must provide a certified copy of the recorded document at the construction site. The *Notice of Commencement* must be signed by the owner contracting the improvements, and not by an agent. By law, the Building and Neighborhood Compliance Department is required to verify at the first inspection and after the building permit is issued, that a certified copy of the recorded *Notice of Commencement*, with attached bonds, if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a failed inspection, (*Florida Statutes* 713.135(1) (d)).

For additional information on recording documents and required fees, please call (305) 275-1155.

Building and Accessibility Inspections

All construction jobs undergo more than one building inspection depending on the type of permit and the type of work being done. Building inspectors are also responsible for inspecting structural items.

The following is a list of mandatory items checked during building and accessibility inspections. For a detailed checklist of the items reviewed in all building and accessibility inspections, please refer to **Appendix H: Inspection Checklists**.

New construction – Single- Family:

- Reinforcing Steel (need to check before putting the concrete)
 - Foundations
 - Beams
 - Columns
 - Slabs
 - Vertical cells

- Roofing/Waterproofing Inspections:
 - Insulation in progress
 - Tin Cap/Fastens
 - Mop on in progress
 - Adhesive in progress
 - Gravel in progress
 - Shingles in progress
 - Tile set in progress
 - Torch on in progress
 - Waterproofing in progress
 - Water test in progress
 - Roof Final inspection
 - Planning Final inspection

- Pool
 - Setbacks/NOC
 - Pilings (Special Inspection)
 - Pile Caps
 - Slab on Grade
 - Reinforcing steel
 - Accessibility
 - Electrical inspection
 - Plumbing inspection
 - Fire final
 - Planning final
 - Building

- Trusses (for wood and steel roofs)
- Sheathing
 - Roof sheathing
 - Wall sheathing
 - Sheathing fasteners
 - Roof/wall dry-in

- Piles/Pile caps (if applicable)
- Site requirements

City of Miami Beach Building Department Policies and Procedures Manual

- Sheathing (for wood or steel frame walls and roofs)
- Framing
 - Windows/door framing
 - Vertical cells/columns
 - Lintel/tie beams
 - Framing/trusses/bacing/connectors
 - Draft stopping/fire blocking
 - Curtain wall framing
 - Energy insulation
 - Accessibility
 - Rough openings dimensions
- Roofing
 - Dry-in
 - Insulation
 - Rood coverings
 - Flasing
- Dry wall inspection
- Windows and doors – (check for structural NOA here)
- Final inspection

Threshold Building:

(A Threshold Building is defined as one that is at least 3 stories high or more or 50ft high or more and has an area of assembly of more than 500 people)

- Piles (special inspector)
- Concrete or steel (Inspected by both the special inspector and the building inspector every time they add a slab and a column)
 - Pile
 - Column
 - Slab
 - Vertical cells
- Framing
 - Windows/door framing Vertical cells/columns
 - Lintel/tie beams
 - Draft stopping/fire blocking
 - Curtain wall framing
 - Energy insulation
 - Accessibility (accessible route, accessible bathrooms, maneuvering clearance for doors, etc)
 - Rough openings dimensions
 - Means of egress (width, headroom of corridors, stairs, ramps, etc)
- Windows and doors – Check for structural NOA here
- Final inspection
 - Means of egress (finishes, fire rated doors, illumination, exit signs, etc)
 - Accessibility: Accessible route, accessible bathrooms, accessible elements, etc)
 - Guardrails and Handrails

- Swimming Pools
- Rough inspection
 - Set backs
 - Reinforcing Steel
 - Bonding
 - Main drain
- Final Inspection
 - Pool Safety (enclosure, alarm or both)
 - Pool Deck (slope, finishes screws)
 - Fire stopping
 - Fire coking
 - Drainage
 - Pool access (stairs, swim-outs, handrails, etc)
 - Pool finishes and markings

Mechanical, Electrical, and Plumbing Inspections

Mechanical, electrical, and plumbing inspections consist of underground, rough and final inspections. During the rough inspection, the construction area to be inspected has to be exposed for the inspector to check the work and ensure it is in compliance with the construction plans. Also, the construction area has to be safe and clean from construction debris when doing the rough inspection. During the final inspection, the approved construction plans must match the work site and the equipment installed must match that of the approved construction plans.

Mechanical and electrical inspections may also include witness testing or control system testing for equipment such as alarms, generators, kitchen hoods, fire simulations, fan shut-offs, smoke detector systems, etc. Testing is done in conjunction with fire inspectors.

For a detailed checklist of items reviewed in a mechanical, electrical, and plumbing, government compliance inspection, please refer to **Appendix H: Inspection Checklists**.

Elevator Inspections

New elevators and alterations to existing elevators require periodic inspections in order to receive a *Certificate of Operation* (CO). Prior to obtaining a new CO, the building must have passed all life safety tests, including smoke detectors and all emergency fire tests. The elevator must then pass an inspection and test witnessed by the elevator inspector.

A CO is only valid for one year from the date of issuance. Periodic inspections are conducted on existing elevators every year to get the CO renewed. If, during the course of these inspections, the inspector finds any violations the customer has 90 days to comply. The owner and the elevator company must sign and send the City of Miami Beach Building Department a report stating that they have complied with all violations. Once the Building Department receives the report, a compliance inspection is

conducted to ensure all violations have been addressed. For a detailed checklist of the items reviewed in elevator inspections, please refer to **Appendix H: Inspection Checklists**.

In addition to the periodic inspection, the following tests must be passed by existing elevators, in order to keep a valid CO:

- 1 year test witnessing: Inspector witnesses test on safety items that will make an elevator stop before it becomes a danger to people and conduct a test to ensure elevator works without a load. This test is conducted annually.
- 3-year test witnessing: This test is only performed for hydraulic elevators. The inspector tests that the elevator works at its full capacity.
- 5-year test witnessing: The inspector tests that the elevator works at its full capacity.

Elevator inspections and witnessing of test are scheduled by appointment only by calling the Elevator Section of the City's Building Department at 305-673-7610.

In addition to issuing COs, the following temporary use certificates can be issued:

- Temporary Construction Use Certificate: Allows for the use of one of the elevators during construction. Involves a separate fee. Elevator can only be used by construction workers with an operator.
- Temporary Passenger Use Certificate: Allows for the use of the elevator without an operator. It is safe to be used by passengers, but not all elevators in the building have been finished.

Government Compliance/Engineering Inspection

Governmental Compliance/Engineering Inspectors perform inspections for new constructions, additions; substantial improvements and change of occupancy to ensure comply with National, State and Local laws, codes and ordinances as related to Floodplain and Solid Waste Management.

Inspection Procedures

The City of Miami Beach Building Department conducts inspections from 8:00am to 3:30 pm, Monday through Friday. Expedited inspections performed after hours and during the weekends are also available for a fee.

All inspections can be scheduled through the City's I.V.R (Interactive Voice Response) automated system or online through the City's VelocityHall.com website. For step-by-step instructions on how to schedule inspections through the City's I.V.R or online, please refer to **Appendix I: Instructions for Scheduling Inspections**.

The following section provides a description of the Inspection and the Expedited Inspection procedures.

Inspections

The steps involved in the inspection process are as follows:

1. Once the customer completes some portion of the construction work and is ready for an inspection, he/she needs to schedule an inspection either through the City's I.V.R system or online at VelocityHall.com.
 - Please note that inspections requested prior to 5:00pm are performed the next business day. Inspections requested after 5:00pm will be performed on the following business day after the next day.
 - Elevator inspections are scheduled by appointment only by calling the Elevator Section of the City's Building Department at 305-673-7610.
2. The next day, inspectors are provided an inspection schedule and route of construction sites.
 - Customers are able to follow the inspector's route and check the inspection's comments and results online at VelocityHall.com.
3. If the inspection was not approved, the customer must address all the comments from the inspection and correct any deficiencies. Once this is done, the customer may reschedule the inspection.
4. If the inspection was approved, the inspector signs the back of the Permit Card and the permit timeframe is automatically extended an additional 180 days.
5. If the customer has completed all required inspections for the project, he/she may go into the next step of the permitting process: The Certificate of Occupancy /Certificate of Completion (CO/CC) Process. If additional inspections are required, the customer must schedule these inspections until he/she completes the Inspection Process.

Expedited Inspections

The steps involved in an expedited inspection process are as follows:

1. To request and expedited inspection, the customer must complete and submit an *Expedited Inspection Request Form in person* (**Appendix D: Building Department Forms**) for each inspection he/she wishes to expedite along with a letter of justification explaining why the expedited inspection is needed.
2. The appropriate chief inspector and the Building Official will review and decide if the expedited inspection request is warranted.
 - If the chief inspector and the Building Official do not approve the request, the customer is notified by phone that the request has been denied.

- If the chief inspector and the Building Official approve the request, the customer is notified by phone that the request has been approved and the inspection is scheduled.
3. The field inspector visits the project site and conducts the inspection.
 - Customers can check the inspection's comments and results online by login into VelocityHall.com.
 4. The customer must pay the expedited inspection fee, which is calculated based on the inspector's overtime hourly rate multiplied by the amount of time it took to conduct the inspection prior to any other inspection being scheduled.
 5. If the inspection was not approved, the customer must address all the comments from the inspection and correct any deficiencies. Once this is done, the customer may reschedule the inspection.
 6. If the inspection was approved, the inspector signs the back of the permit card and the permit timeframe is automatically extended an additional 180 days.
 7. If the customer has completed all required inspections for the project, he/she may go into the next step of the permitting process: The Certificate of Occupancy/Certificate of Completion (CO/CC) process. If additional inspections are required, the customer must schedule these inspections until he/she completes the inspection process.

Inspection Status and Questions

Throughout the Inspection Process, customers may review inspection comments and results online at VelocityHall.com. First-time users of VelocityHall.com will need to register. Instructions on how to register can be found at the City of Miami Beach website at www.miamibeachfl.gov or in **Appendix D: Building Department Forms**.

City of Miami Beach Building Department staff is available to meet with customers for any questions or concerns throughout the permitting process. Customers can schedule an appointment to meet with Building Department personnel as follows: inspectors are available Mon-Friday from 8:00am to 8:30am & 3:00pm to 4:00pm

- In person: City of Miami Beach Building Department, City Hall, 2nd Floor
- By phone: 305-673-7610
- By email: Download and fill-out the *Appointment Request Form* (**Appendix D: Building Department Forms**) that can be obtained at the City of Miami Beach's website at: <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=37838> and email the form to the Building Department.

E. Certificate of Occupancy/Completion (CO/CC) Process

The last step of the permitting process, the Certificate of Occupancy/Completion (CO/CC) Process, is highlighted in Figure 5 below. This process occurs after all required inspections are successfully completed.

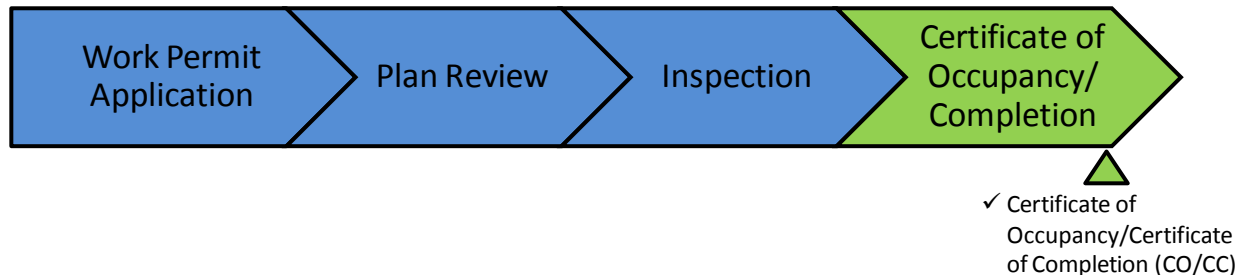


Figure 5: Certificate of Occupancy/Completion (CO/CC) Process

Pursuant to Florida Building Code Section 110.1, a Certificate of Occupancy is required once a construction project is complete for the building or structure to be deemed safe to be occupied. The CO is issued by the Building Department upon completion of the construction of a building and the installation of electrical, gas, mechanical, elevator and plumbing systems in accordance with technical codes and specifications provided in the approved construction plans.

Existing buildings undergoing any renovation with no change in occupancy or use must obtain a Certificate of Completion (CC) or a Partial Certificate of Completion (PCC) as evidence that the structure or system is complete and all permits related to the project have passed the required inspections. For a new construction, a CC may be issued, but note that this does not grant authority to occupy a space prior to the issuance of a CO.

Certificate of Occupancy/Completion (CO/CC) Requirements

To obtain a CO or a CC, the following requirements must be met:

1. Passed Final Inspections

- All final inspections for Building, Fire, and all sub-permits related to the project (electrical, elevator, mechanical, plumbing, fire sprinkler, fire alarm, roof, doors and windows, railings and landscaping) must be completed and passed.
- A checklist listing the inspections required for a CO/CC to be issued is provided in **Appendix D: Building Department Forms**.

2. CO/CC Request Form (Appendix D: Building Department Forms)

- The *CO/CC Request Form* must be submitted at least 72 hours prior to the issuance of a CO/CC.

3. Final Permit Fee Reconciliation Form (Only if the permit was issued prior to February 1, 2010)

- The form must be submitted in person to the Governmental Compliance Section of the City of Miami Beach Building Department when scheduling the final Building, Planning & Zoning and Public Works inspections.

4. Contractor and Owner Affidavit (A/E Affidavit) for New Construction and Renovation (Appendix D: Building Department Forms)

- A Project Accounting Review is conducted by the City of Miami Beach Building Department prior to the issuance of a CO/CC. The purpose of the review is to verify that the permit fees have been accurately determined. Please refer to the following section for detailed information on the Project Accounting Review.
- The *C/O Affidavit* must be submitted at least two (2) weeks prior to the issuance of a CO.

5. Supporting project value documentation for the Project Accounting Review

- Any of the following documents:
 - *G702/G703 Forms*
 - GC Construction Contract and Change Orders (MEP Included)
 - GC Construction Contract and Change Orders (no MEP Included) and MEP contract
 - Detailed accounting of project cost
 - Invoices supporting project costs

6. Two (2) signed and sealed Elevation Certificates and Boundary Surveys (for new and addition structures only)

7. Two (2) signed and sealed Flood-Proofing Certificates (for new commercial structures only)

8. Miami Dade County Water and Sewer Impact Fee Approval

9. Fire Penetration Affidavit (for commercial and multi-family buildings only)

To avoid any potential delays, customers are able to submit the CO/CC application and required documentation stated above at the time the final building inspection is scheduled, thus initiating a review of the project accounting earlier in the process. The Project Accounting Review and the final inspections will then occur concurrently and should not cause a delay to the issuance of the CO/CC. Customers are also encouraged to simultaneously schedule their final CO/CC inspections with Planning & Zoning and Public Works when scheduling the final Building inspection.

For new construction projects, customers are also required to obtain some certifications required by the Fire Department. For a list of certifications and requirements for the Fire Department, please go to **Appendix E: Other Departments Forms**.

Project Accounting Review

To conduct the Project Accounting Review, the Administration Support Staff section of

the City of Miami Beach Building Department compares the information submitted in the *Contractor and Owner Affidavit for New Construction and Renovation (C/O Affidavit)* with the supporting project value documentation. If there are no significant discrepancies, the review is complete.

If there is a discrepancy between the *C/O affidavit* and the supporting project value documentation, an additional review is required to resolve the discrepancy.

1. For discrepancies in value listed in the *C/O affidavit* and the supporting documentation submitted:
 - The customer is required to provide additional information to support the project value depending on what supporting documentation has been provided:
 - If a *G702/703 form* was already provided, the Administration Support Staff will request the construction contract or proposal for permitted scope of work.
 - If no *G702/G703* form was provided, the Administration Support Staff will request a detailed accounting of the project or general ledger.
 - If the customer does not have a detailed accounting of the project or a general ledger, the Government Compliance Section will request invoices and/ receipts of all work constructed by trade.
2. For discrepancies in square footage between the *C/O Affidavit* and the original square footage recorded in the permit:
 - Small, new construction projects, the customer is required to provide a new *C/O Affidavit* to support the project square footage.
 - Large new construction projects, appropriate elements related to square footage are reviewed to ensure they are included in the *C/O Affidavit*. If elements are missing, the contractor is requested to provide a new *C/O Affidavit* to support the project square footage.
3. For refunds owed to the customer:
 - The Permitting staff will review all associated building permits under the master permit to determine if there may be other outstanding balances owed under that project.
 - Please note that the documentation submitted by the customer is reviewed according to the scope of work of the project and analyzed according to Construction Specification Institute (CSI) general format standards.

Certificate of Occupancy/Completion (CO/CC) Procedures

Once final inspections have been completed and approved, the customer may apply for a CO/CC. The steps involved in the CO/CC Process are as follows:

1. The customer must first go to the Building Department's greeter's desk to state the reason for his/her visit. The greeter will provide the customer with a D-ticket from the QMatic queuing system designating the reason for the visit is to apply for a CO/CC. The customer must wait to be called by the Government Compliance Section. For a complete list of the QMatic ticket denominations and hours of operation, please go to **Appendix D: Building Department Forms**.
2. Once the customer is called, the Government Compliance Section checks that final or partial inspections have been obtained and gives the customer a copy of the *CO/CC Checklist* (**Appendix D: Building Department Forms**).
3. The customer submits a completed *CO/CC Request Form* and the required documentation.
4. The Government Compliance Section verifies that all required documentation has been provided. They also verify the Project Accounting Review has been completed and no value discrepancies exist. If all documents are provided and the Project Accounting Review is complete, the customer is issued either the CO or the CC.
 - a. If the customer only has partial inspection approvals, the Building Department will issue a Partial or Temporary Certificate of Occupancy/Completion (TCO/PCO/PCC) until all final inspection approvals are obtained and the customer can apply for the final TCO/CO/CC. The TCO/PCO/PCC is only valid for 90 days.
 - b. For structures where people may assemble and might be occupied by 50 persons or more at a time, the customer will need to apply for an Occupant Content Sign with the Fire Department. For a copy of the *Occupant Content Sign Application*, please go to **Appendix E: Other Departments Forms**.

IV. Other Building Processes

The processes described in the following sections pertain to those building processes that, although related, are outside of the regular Permitting Process. Detailed process flows for these other Building processes are provided in **Appendix K: Other Building Process Flows**.

A. Expired Permits and Permit Renewals

Once a permit is issued, the permit holder has up to 180 days to complete the work or to obtain an approved inspection or partially approved inspection. An approved inspection will extend the life of the permit for an additional 180 days.

The City of Miami Beach Building Department will send the owner and/or permit holder a courtesy notification in the mail within 30 days of the expiration of his/her permit. If the work has commenced and is ready for inspection the customer should request an inspection from the Building Department prior to the expiration of the permit.

If a permit expires, the permit can be renewed by paying the appropriate renewal fee if it is the same owner and/or contractor. If an expired permit is not renewed within 180 days from its expiration date, the customer will have to go through the plans review process again. If the owner and/or contractor are different and the permit expires, a new permit must be obtained by going through the regular permit application process. The description of the new permit must state that the new permit is to correct another permit in expired status.

In order to renew an expired permit, the customer needs to complete, sign and notarize a *Request for Renewal of a Building Permit Form* (**Appendix D: Building Department Forms**) and submit it to the Permit Counter staff in the City of Miami Beach Building Department.

Below are the steps needed to renew an expired permit:

1. The customer must complete and submit a signed and notarized *Request for Renewal of a Building Permit Form* (**Appendix D: Building Department Forms**) and the original construction plans.
 - If the customer is unable to locate the original construction plans and wishes to submit photocopies or microfilm copies, the customer would need to have the copies reviewed and approved by a building plans examiner prior to submitting them to the Permit Counter staff for renewal.
2. If the permit renewal request is submitted within 180 days of the expiration of the permit, the customer will be required to pay 25% of the Building part of the fee.
3. If the permit renewal request occurs 180 days after the permit has expired, the customer will be required to pay the permit fee of 25% of original Building fees plus 20% of the new building fees in full and repeat the Plans Review Process before the renewal is granted.
4. Once the permit has been renewed, the customer can request the required inspections needed for that permit.

B. Permit Extensions

At the discretion of the Building Official, extensions give the permit holder additional days from the date of permit issuance, in order to get an inspection approved. Not to exceed 180 days. All requests for a permit extension must be submitted prior to the permit expiration date.

The steps needed to request a permit extension are as follows:

1. The customer must complete and submit a *Request for Extension of a Building Permit Form* (**Appendix D: Building Department Forms**).
2. The chief inspector(s) and the Building Official will review the extension request.

3. If the chief inspector(s) and the Building Official reject the extension request, the permit clerk will notify the customer and he/she must schedule and pass an inspection before the permit expires.
4. If the chief inspector(s) and the Building Official approve the extension request, the permit clerk notifies the customer the permit has been extended, and the customer must pay the permit extension fee.

C. Building Recertification

In accordance with *Miami Dade County Code*, section 8-11 (f), all buildings, except single-family residences, duplexes and minor structures (defined as any occupancy group having an occupant load of 10 people or less and/or having a gross area of 2,000 square feet or less), that are forty (40) years or older must be recertified by the Building Official when the structure becomes 41 years old and every 10 years after the first Recertification.

To recertify the building, the Owner or Owner's representative must hire a registered architect and/or a professional engineer to perform electrical and structural inspections of the building and submit a completed inspection report to the Governmental Compliance Section of the City of Miami Beach Building Department for review and approval.

The steps required for the Building Recertification process are as follows:

1. The Miami-Dade County Code Compliance Office sends a *List of Buildings Eligible for Building Recertification* to the Government Compliance Section in the City of Miami Beach Building Department.
 - The Government Compliance Section verifies if each building on the list still exists. If the building exists and is due for a Building Recertification, then a new Building Recertification process is initialized in Permits Plus. If the building no longer exists, the previous recertification case for that building is closed.
2. Once the Recertification Process is initialized in Permits Plus, a *Recertification Notice* is sent to the owner. This notice is sent via certified mail with the following documents:
 - A copy of the *Miami Dade County Code*, section 8-11 (f).
 - Minimum inspection procedural guidelines for structural and electrical recertification to be completed by a registered architect or a professional engineer (**Appendix D: Building Department Forms**).
3. If the *Recertification Notice* is not received by the owner in 30 days or the *Recertification Notice* is returned to the sender, then the City posts the *Recertification Notice* on the building, taking pictures of the posting as a proof of delivery.

4. Within ninety (90) days of receiving the *Recertification Notice*, the owner must submit to the Building Department a written report prepared by a professional engineer or architect (A/E) registered in the State of Florida certifying that the building or structure is structurally and electrically safe or has been made structurally and electrically safe for the specified use and occupancy.
 - The A/E written reports must be signed and sealed by the engineer and or architect who prepared them.
 - The customer must also pay a recertification fee as established by the City of Miami Beach Building Department. For additional information on fees, please refer to **Appendix A: Building Development Process Fee Schedule**.
5. If the owner does not submit the A/E written report within ninety (90) days, a Building violation will be issued and a late fee will be assessed.
6. Once the Government Compliance Section receives the A/E written report, a *Notice of Inspection for Electrical and Structural Inspections* will be issued, and the inspections will be conducted by the City of Miami Beach Building Department.
 - If repairs or modifications are necessary as a result of the recertification inspection, the owner will have a total of 150 days from the date of *Notice of Required Inspection* in which to make the corrections.
 - If the cost of materials and labor for the repairs exceeds \$500.00, the owner of the property must hire a licensed contractor and must obtain a permit from the Building Department prior to performing any work.
 - Once all permits receive a final inspection approval from the electrical and/or structural inspectors and a *Certificate of Completion*, the professional engineer and/or the registered architect of record must submit a signed and sealed A/E written report to state that all repairs have been completed and the building is structurally and electrically safe for the continued use.
7. An A/E Recertification Report must be submitted to the Building Department prior to the issuance of a Certificate of Completion or Occupancy.
 - The Recertification letter will be signed by the Building Official and sent to the owner, the professional engineer or architect, and to Miami Dade County. The owner must retain this letter as proof of approval.
8. If the owner fails to comply with any of the steps of the recertification process, a *Notice of Violation* will be issued and posted on the building, with pictures of the posting as a proof of delivery. After the posting of the *Notice of Violation*, a copy will also be sent via certified mail to the owner.
9. The owner will have 30 working days to comply with the *Notice of Violation*. If the building needs or is under repairs, an extension may be granted upon request and reasonable explanation. The extension may be granted for a period of 60 days and the professional engineer or architect registered in the State of Florida, or the contractor shall submit a progress report to the City.

10. If the owner fails to respond to the Violation, the Violation will be referred to the City of Miami Beach Special Master for a hearing.
 - The Special Master will have the authority to impose fines of up to \$1,000.00 per day in the case of non compliance. Please go to **Appendix A: Building Development Process Fee Schedule**, for a complete list of recertification fees and penalties.
11. If the Building Official determines that the structure is unsafe, the matter will be forwarded to Miami Dade County Unsafe Structures Board.

D. Contractor Management

Contractor Requirements

Every contractor working in the City of Miami Beach must file valid, updated copies of their license(s) and insurance(s) with the Building Department before they are allowed to obtain a permit or perform work in the City. General contractors may be licensed in Miami Dade County, the State of Florida, and other municipalities. Below are the license and insurance requirements for general contractors.

State Certified and Registered Contractors

State certified and registered contractors must provide a copy of each of the following licenses and insurances:

- Copy of State Certification
- Local Business Tax License (Occupational License) for place or business
- Certificate of insurance for workers' compensation and liability. If exempt by the State, a copy of the workers' comp exemption must be submitted
- Certificate of Liability Insurance
 - Certificate of Liability Insurance must be issued to:
City of Miami Beach
Building Department
1700 Convention Center Dr, 2nd Floor
Miami Beach, Florida 33139
 - The Certificate of Insurance must be an original copy, or the faxed copy must come directly from the Insurance Company
 - Liability Insurance with no less than \$300,000 per accident or occurrence for bodily injury and \$50,000 per accident for property damage
 - Insurance must show the following information:
 - Name of insured
 - Type of policy issued
 - Policy number
 - Effective date
 - Expiration date
 - Type of insurance

Miami Dade County Licensed Contractors

Miami Dade County licensed contractors must provide a copy of each of the following licenses and insurances:

- Certificate of Competency
- Municipal Contractors Occupational License
- Certificate of insurance for workers' compensation and liability. If exempt by the State, a copy of the workers' comp exemption must be submitted
- Certificate of Liability Insurance
 - Certificate of Liability Insurance must be issued to:
City of Miami Beach
Building Department
1700 Convention Center Dr, 2nd Floor
Miami Beach, Florida 33139
 - The Certificate of Insurance must be an original copy, or the faxed copy must come directly from the Insurance Company
 - Liability Insurance with no less than \$300,000 per accident or occurrence for bodily injury and \$50,000 per accident for property damage
 - Insurance must show the following information:
 - Name of insured
 - Type of policy issued
 - Policy number
 - Effective date
 - Expiration date
 - Type of insurance

In addition to the requirements specified above for a general contractor, the City will also verify licenses for electrical, plumbing, and mechanical contractors.

To update license and insurance information, contractors can fax the documentation to (305) 673-7857. Documentation received before 3:00 pm will be updated the same business day. Documentation received after 3:00 pm will be updated by 3:00pm the next business day.

Once a contractor is registered with the City of Miami Beach, the Building Department will issue the contractor a pin number. Pin # is issued within 24 hours. The pin number allows the contractor to schedule inspections over the phone. Only the contractor is allowed to use the pin number.

The pin number can be obtained by phone at 305-673-7610 or when the contractor is applying for a permit as part of the application process.

To change the pin number, the contractor must submit a letter to the Building Department on the company's letterhead requesting a pin number change. The letter must include the license number and must be signed and notarized.

Contractor Withdrawal

If a contractor wants to withdraw from a permitted job without canceling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified. The proof should be a copy of a certified registered letter sent to the owner. The contractor must also submit a letter to the Building Official, stating that the Building Official and the City of Miami Beach Building Department are held harmless from any legal involvement. For a sample letter of withdrawal, please refer to: **Building Department Forms**.

Change of Contractor Process

If the general contractor on a permit is terminated by the property owner or the sub-contractor on a permit is terminated by the property owner or the general contractor, the City of Miami Beach Building Department must be notified of the change before any additional work can be performed under the permit.

When requesting a Change of Contractor, an executed *Change of Contractor Form* must be submitted and approved by the City of Miami Beach Building Department. A change of contractor will only be approved if the new contractor has no expired permits, and license and insurance are current within the City. A hold will be placed under the permit to prevent inspections until the owner has completed the process to change the permit into the name of the new contractor.

Below are the steps required to change a contractor:

1. The customer must submit to the permit clerk in the City of Miami Beach Building Department the following items:
 - A new *Work Permit Application* signed by the new contractor or sub-contractor for the permit.
 - Applicable *Change of Contractor Form* (**Appendix D: Building Department Forms**).
 - A letter from the owner to the contractor of record stating the contractor has been terminated or letter of withdrawal from the contractor of record to the property owner.
 - New contractor licenses and insurances.
2. The permit clerk checks for any expired permits under the new contractor License & Insurance
 - If the new contractor has any expired permits, he/she must go to the Violations Section of the Building Department. For additional information about the Violations Process, please refer to **Section H. Violations in Chapter IV. Other Building Processes**.
3. The permit clerk verifies all required documentation has been submitted. If there is any missing information, then the permit clerk will give the customer a *Work Permit Application Checklist* showing the pending items.

4. If all the information has been provided, the permit clerk issues a new Process Number, and the customer pays a permit fee depending on whether work for the permit commenced or not.
5. The permit clerk updates the old permit information in Permits Plus to show the change of contractor. The new permit is approved and a new Permit Card with a Permit Number is issued. The new permit will have the same expiration date as the old permit.

E. Design Professional License Management

The City of Miami Beach requires that design professionals (architects and engineers) who prepare construction plans have a valid license. The City ensures that all design professional licenses are currently active during the Work Permit Application Process. In addition, all construction plans must be signed and sealed by a design professional as required by the *Florida Building Code*.

Change of Architect/Engineer Process

If the architect or engineer on a permit is terminated by the property owner, the City of Miami Beach Building Official must be notified of the change without delay. Below are the steps required to change an architect/engineer:

1. The customer must submit to the permit clerk in the Building Department the following items:
 - *New Work Permit Application* signed by the contractor and owner with the new architect/engineer information.
 - A certified letter must be submitted from the new architect/engineer to the previous architect/engineer notifying them of the change with a return receipt.
 - The new architect/engineer's name should be in *Title Block Form* on the construction plans.
 - If new construction plans are submitted, the original plans need to be submitted as well.
 - If there is no change in the construction plans, a new set of original plans must be submitted with the name of the new architect/engineer and the original plans need to be submitted.
2. The permit clerk verifies all required documentation and the customer pays a revision fee.
3. The permit clerk updates the permit information in Permits Plus to show there has been a change of architect/engineer.
4. If the change of architect/engineer is for a master permit, the customer must repeat the Plans Review Process regardless of whether the construction plans are new or not.

5. If the change of architect/engineer is for a trade permit and new construction plans are submitted, the customer must go through the Plans Review Process. If there are no changes to the construction plans, the plans will only be reviewed by Building and the appropriate trade.
6. Once the construction plans are approved, the permit revision will be issued. The new permit will have the same expiration date as the old permit.

F. Business Tax Requirements/Certificate of Use (CU) Process

To operate a business in Miami-Dade County and the City of Miami Beach, all business owners are required to obtain a City of Miami Beach Certificate of Use (CU), a City of Miami Beach Business Tax Receipt, and a Miami-Dade County Business Tax Receipt (formerly known as an "Occupational License"). Operating a business without a CU or a Business Tax Receipt is prohibited.

A CU must be obtained prior to opening any business. The CU assures that the business is allowed in the zoning district where it is located and also verifies that the structure was built for the proposed type of business.

A CU is required when an industrial or commercial building is erected, altered or enlarged, or an existing building goes through a change of occupant, name, or type of business. Most CUs are issued on a permanent basis. If the business does not move, expand, change ownership, name or business activity, the CU remains valid. Some CUs are required by Code to be renewed annually. After a CU has been issued, the Business Tax Receipt may be obtained.

The Business Tax Receipt is a tax imposed on a business for the privilege of doing business in Miami-Dade County and the City of Miami Beach. A person who provides merchandise, entertainment, or services to the public, even if it is only a one-person company or home-based business, must obtain a Business Tax Receipt before starting to operate. Business Tax Receipts are valid for one year, beginning on October 1st and expiring on September 30th of each year.

A CU is a prerequisite for the issuance of a City of Miami Beach Business Tax Receipt. The CU fee must be submitted at the time of application for a Business Tax Receipt and each year thereafter by May 31. Prior to being issued a CU, inspections by the Building Department, Fire Department, Planning Department, and other departments may be required.

Below are the steps for the Business Tax Receipt and CU process:

1. Customers must come to the City of Miami Beach Finance Department's Cashier Office and submit:
 - Business Tax Receipt/CU Application
 - Articles of Incorporation
 - State License
 - Fictitious Name Registration
 - If the business will use any name other than the owner's legal

name, or if a corporation will use a name other than its legal corporate name, a fictitious name (also referred to as D/B/A) must be registered with the State

- Federal Employer Identification Number
 - Florida Sales Tax Certificate
 - Unemployment Tax Number
 - Worker's Compensation (If the business has four or more employees)
 - Proof of Insurance
2. The Finance Department transfers the CU application to the Building Department Government Compliance Section for processing.
 3. The Building Department Government Compliance Section verifies that the Certificate of Occupancy (CO) for the property and its intended use has been issued.
 - If there is a change of use for the property, the Government Compliance Section will deny the CU and the customer must go through the Certificate of Occupancy Process described in **Section E. Certificate of Occupancy/Completion (CO/CC) Process in Chapter III: Permitting Process.**
 4. If there is no change of use and the CO was issued within the last six (6) months; the Government Compliance Section will approve the CU for the Building Department and schedule inspections for departments other than Building.
 5. If there is no change of use and the CO was not issued within the last six (6) months, the Government Compliance Section will check for any active permits for the property. If there are active permits, the customer must obtain the required final inspection approvals and obtain a CC.
 6. If there are no active permits, the Government Compliance Section will check for open violations on the property.
 - If violations are found, the customer must go to the Violations Section of the Building Department. For additional information about the Violations Process, please refer to **Section H. Violations in Chapter IV. Other Building Processes.**
 7. If no active permits or violations are found, the Government Compliance Section will schedule the required CU inspections for the Building and any other departments. Inspections will be performed within 48 hours or during an alternate day if such time is more convenient for the customer.
 8. Inspections results will be entered in Permits Plus and will be available to be viewed online at the City of Miami Beach Velocityhall.com website.
 - If an inspection has not been approved, a staff member from the Building Department Government Compliance Section will inform the customer to correct the deficiencies. When the corrections have been completed, the

customer must contact the Building Department Government Compliance Section to schedule a re-inspection.

9. When all inspections and reviews are approved, the Building Department Government Compliance Section will notify the customer.
10. The customer must return to the Finance Department which will collect the required fees and issue the CU. The CU is not issued by the Building Department. Some Businesses must provide DERM approval prior to a Certificate of Use is issued.

For information about obtaining a CU please contact the City of Miami Beach Building Department at 305-673-7610.

For information about obtaining a City of Miami Beach Business Tax Receipt please contact the City of Miami Beach Finance Department's Business Tax Receipt Office at 305-673-7420 or 305-673-7590.

For more information on Miami Dade County's Tax Receipts, please contact: 305-270-4949.

G. Permit Refunds, Cancellations, and Withdrawals

Refunds

Permit fees are established by the City Commission pursuant to City Ordinance 2003-3425. Permits, inspections and other fees of the City of Miami Beach Building Department are levied and imposed and apply to building, plumbing, electrical and mechanical permits and other activities undertaken by the Building Department. For a copy of the *Building Development Process Fee Schedule*, please refer to **Appendix A: Building Development Process Fee Schedule**.

If a customer needs to obtain a refund for a permit fee that was already paid, the following criteria must be met:

- No construction work has been performed under the permit
- The permit has not been revoked due to legal act
- The cost of the permit exceeds \$100.00

If the customer meets the above criteria, then a refund will be given minus the non-refundable up-front permit fee, Miami Dade County Code Compliance fee, and State of Florida Department of Community Affairs and Department of Professional regulations. Refunds are not granted for any of the following:

- Permit fee of \$100.00 or less
- Expired permits
- Permits under which work has commenced
- Permits revoked by the Building Official or cancelled by court order
- Change of contractor
- Abandoned Status

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

1. Customer must submit a *Permit Cancellation Request Form* (**Appendix D: Building Department Forms**) and the Building Department must approve the cancellation.
2. Once the permit cancellation is approved, the customer must submit a *Permit Refund Request Form* (**Appendix D: Building Department Forms**) along with a copy of the check the customer used to pay the permit.
3. Approved refund requests are sent to the City's Finance Department. All refund checks are made payable to the person that paid for the permit and mailed.

Refunds due to Overcharge

In the event that a permit fee was charged in error or the scope of the construction work was less than what was originally projected, the customer may request a permit refund due to an overcharge.

Refunds of an overcharge of permit fees must meet the following conditions:

- The permit is still valid
- The permit has not been revoked
- Submission of a *Permit Refund Request Form* (**Appendix D: Building Department Forms**) from the permit holder explaining the overcharge

Cancellations

A permit cancellation must be completed when a contractor does not intend to begin or continue any construction work under a permit. A permit cancellation may or may not require a refund. The process to cancel a permit is dependent on whether no work was performed under the permit or if some work was performed under the permit.

Cancellations when no construction work has been performed

The process to cancel a permit when no construction work has been performed is as follows:

1. The customer must submit the *Permit Cancellation Request Form* (**Appendix D: Building Department Forms**) to the Building Department where a chief inspector will review the request.
2. Following the receipt of the form, the customer will be contacted to schedule a field inspection to confirm that no work was performed.
3. If the inspection determines that work was not performed, the permit will be cancelled.

Please be advised that requests will not be accepted if the required documentation is missing or in cases where work has commenced as evidenced by the inspection. In these cases, the work must be completed, and required inspections are needed.

Cancellations when some construction work has been performed

A permit can be closed after some work has been performed if the work has been removed or a new permit has been obtained for the work. The process to close the permit in these instances is as follows:

1. For cases where the work has been removed, the applicant is required to submit evidence showing that the work no longer exists. An inspection will be performed to verify the work has been removed. If the inspection determines the work was removed, the permit will be closed.
2. In the case where a new permit has been attained, the customer must submit a letter certifying that the work was removed and superseded by another permit number (provide specific permit number). The letter must include the permit number, job address and a contact name and telephone number. If the contractor is no longer available or unwilling to submit the letter, the request can be made by the property owner.
3. If the work has commenced and has not been removed, then the customer must go through the permitting process in order to obtain a demo permit.

Withdrawals

If a contractor wishes to withdraw from a permit, the status of the permit will change from “Approved” to “Withdrawn” and the property owner must stop any work covered under the permit until a new permit is obtained for the same scope of work. Only permits that have been approved are allowed to be withdrawn. A change of contractor fee will apply to the new replacement permit if it is submitted within 180 days from the time the permit was withdrawn. If the new permit is submitted after 180 days from the time the permit was withdrawn, full permit fees will apply.

The withdrawal permit process consists of the following steps:

1. Customer submits a *Letter of Withdrawal* (**Appendix D: Building Department Forms**) to the Violations Section in the City of Miami Beach Building Department.
2. The Violations Section makes sure the permit has been approved and changes the status of the permit in Permits Plus to “Withdraw.”
3. The Violations Section issues a *Notice of Violation for Permit Withdrawal* stating that no work can be performed on the permit until a new permit is issued for future construction work.

4. The new customer must submit a new *Work Permit Application* and the appropriate permit fees are paid.
5. If the new construction plans are submitted with the new permit, the customer must go through the Plans Review Process.
6. If the original construction plans are being submitted, a plans review is not required and a new permit is issued.

H. Violations

The City of Miami Beach Building Department is responsible for enforcing the construction and safety standards established in the *Florida Building Code*. When a structure does not meet these minimum standards and/or property owners fail to comply with the Building Department process requirements, a violation is issued. Some of the most common types of violations related to Building include: Unsafe structures, failure to obtain a *Certificate of Occupancy*, and citations (penalties imposed, such as failing to call for an inspection and work done without permit).

The City of Miami Beach identifies violations through anonymous phone calls, customer complaints, code inspectors, fire inspectors, or building inspectors. Once the City is notified, a code inspector verifies the validity of the complaint. If the complaint is valid, a *Notice of Violation* or a *Stop Work Order* is issued.

When a *Notice of Violation* or *Stop Work Order* is issued, the chief code compliance inspector will make a determination regarding the number of days that the owner of the property will be given to comply:

- Violations that are issued for unsafe structures are provided a period of two (2) or three (3) days to secure the structure. If the owner has not complied within the allotted time given, the City will proceed to secure the property and all charges incurred by the City will be assessed to the property owner as a lien.
- Violations for *Stop Work Orders* or *Notice of Violation* that require the owner to obtain a permit are provided a period of 30 days to start the permitting process. Permits obtained to comply with a violation must receive an approved final inspection in order to close the violation.

If it is determined that the number of days given to comply is not a sufficient amount of time, an extension of time can be requested by the violator before the compliance date. The request must be made in writing, via mail, or in person.

Additional information on Building Code Violations is available at www.municode.com under *Miami Beach Code of Ordinances*, Chapter 14, Article 2, Division 3.

Stop Work Orders

In addition to a *Notice of Violation*, the Building Department may also issue a *Stop Work Order* for any construction work that is not performed in compliance with the *Florida Building Code* or that is considered dangerous or unsafe. *Florida Building Code* Chapter I.114.1 states that whenever the Building Official finds any work regulated by this code being performed in a manner either contrary to the provision of this code or is dangerous or unsafe, the Building Official is authorized to issue a *Stop Work Order*.

Any person who shall continue any work after having been served with a *Stop Work Order*, except such work as that person is directed to perform, shall be subject to penalties as prescribed by law.

When a *Stop Work Order* has been issued to a property for commencing to do construction without obtaining the necessary permits, the work must stop immediately and the owner of the property must obtain an approved building permit to cover the work being performed from the Building Department. Contractors and Owner/Builders should be aware that upon submitting for the required permits a penalty of double the permit fee and \$115 fine will be imposed. The customer must make a reference to the Violation number that was issued when applying for their permit. Failure to comply with a *Stop Work Order* will result in a citation being issued in the amount of \$500.00. The citation fee will be doubled if failure to comply occurs a second time.

Violations Process

The process that the owner of the property will need to follow in order to bring a violation into compliance is as follows.

1. Once a *Notice of Violation* is issued, the Violations Section in the City of Miami Beach Building Department will send a *Violation Notice* to the property owner via certified mail and will post the *Violation Notice* on the property.
2. If a permit is required to close the violation, then the customer must go through the Permitting Process to obtain the permit.
 - When applying for a permit to correct a violation, the customer must submit a *Violations Section Authorization Form (Appendix D: Building Department Forms)* to the Building Department Violations Section for processing.
3. The customer must address the violation by following the process written within the violation that has been issued.
4. When the Violation compliance date arrives, the Violations Section will follow up by searching for permits or by inspections of the site. If the violation was addressed, the Violations Section will close the violation and no further action will be taken.

5. If the violation is not resolved by the compliance due date, a Special Master case number will be assigned and a hearing is scheduled. The customer will need to contact the clerk in the Special Master Office at 305-673-7000 ext. 6228 for more information on the hearing.
6. If the Special Master hearing for the violation has not taken place and there has not been a Special Master ruling on the case, but the violator complies with the violation, then the Violations Office issues a *Certificate of Compliance* to the Special Master. The case is then dismissed and no further action is taken.
7. If the Special Master hearing for the violation takes place and the Special Master has ruled and issued a compliance date and the violator complies within the timeframe, the Violations Office issues an *Affidavit of Compliance* in order to close the violation. If the violator does not comply within the timeframe ordered by the Special Master, an *Affidavit of Non-Compliance* is issued and the Special Master sends notice to place the property on lien.

Questions

City of Miami Beach Building Department staff is available to meet with customers for any questions or concerns throughout the permitting process. Customers can schedule an appointment to meet with Building Department personnel as follows:

- In person: City of Miami Beach Building Department, City Hall, 2nd Floor
- By phone: 305-673-7610
- By email: Download and fill-out the *Appointment Request Form (Appendix D: Building Department Forms)* that can be obtained at the City of Miami Beach's website at: <http://www.miamibeachfl.gov/building/kiosk3/scroll.aspx?id=37838> and email the form to the Building Department.

Reporting a Complaint

If a member of the public believes there is a violation to construction site and/or work being done without a permit, he/she may file a complaint by calling 305-673-7610 and enter extensions 6675, 6801, or 6024. They may also go to the City of Miami Beach website at www.miamibeachfl.gov, click on *Report*, and follow the steps to enter a complaint through the City's online system.