



# MIAMI BEACH FIRE DEPARTMENT FIRE PREVENTION DIVISION

1701 Meridian Ave., 2<sup>nd</sup> Floor  
Tel: 305-673-7123 , Fax: 305-673-1085  
www.miamibeachfl.gov  
MIAMI BEACH FIRE DEPARTMENT  
OCCUPANT CONTENT APPLICATION



BUSINESS ADDRESS: \_\_\_\_\_

FOLIO NO.: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

NAME OF PREVIOUS BUSINESS: \_\_\_\_\_

CURRENT USE: \_\_\_\_\_

PREVIOUS USE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT PHONE NO.: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT / ENGINEER NAME: \_\_\_\_\_

ARCHITECT / ENGINEER PHONE NO: \_\_\_\_\_

**Note:** The following documents must be submitted prior to inspection: Occupant Content fee (\$264.00), two sets of scaled floor plan to be inclusive of furniture lay out and pertinent items on provided check list.  
(Plans must be drawn to scale of 1/4", 1/8" or 3/16")

**Step-by-Step Process:**

1. Complete application and submit along with drawings to the Building Dept. located on the 2<sup>nd</sup> floor of City Hall.
2. Obtain a B ticket.
3. Pay occupant content fee.
4. Fire Dept. will contact applicant to schedule a site inspection.
5. Correct any and all code violations.
6. Occupant content will then be approved by the Fire Marshal.
7. Fire Dept. will then contact applicant to pick up occupant content certificate at the Fire Prevention Office