PHASED PERMIT SUBMITTAL CHECKLIST

(PRIVATE PROVIDER PLANS REVIEW & INSPECTIONS)

☐ Two permit applications (Master & Phase application)
☐ Four complete sets of plans - all sheets stamped by private provider
  (Review & approval of the Master set by Private Provider may be
   completed concurrently with CMB’s reviews and approvals)
☐ Construction Parking Management Plan (CPMP) for job values of $250,000
  or higher
☐ Hold Harmless Letter
☐ Notice to Building Official – Signed and Notarized by Owner
☐ Complete package of certifications for all Duly Authorized Representatives
  performing plan reviews and inspections
☐ Proof of Professional Liability Insurance in accordance with the project
  value- CMB must be listed as a Certificate Holder

The above line items are required to obtain process numbers for the permit, AND below line items are required to issue the permit.

☐ DERM approval
☐ Approval from CMB’s departments – Planning, Parking, and Fire, if applicable
☐ Pre-Construction Meeting held prior to permit’s issuance
☐ Building Official’s approval in the system.
PHASED PERMITS

After an applicant has submitted plans, calculations, survey, Permit Applications, Phase and Private Providers’ Packets, Construction Parking Management Plan (CPMP) obtained a process number for the Master and Phased permits, and paid the upfront processing fees for both, she/he may apply for a Phased Permit at the permit counter. The following items will be required:

All existing Commercial Building including Multi-family, must present at the time of the Phase Permit, a signed/approved Life Safety Plans by the City of Miami Beach Fire Marshall.

- Two sets of applications and packets at initial submission (Two of each is required: Permit application, Phase packet, Private Provider packet, and the Construction Parking Management Plan (CPMP) for job values of $250,000 or higher).
- Four sets of plans with stamps indicating Miami-Dade County impact fees have been paid, a letter of credit has been accepted, or they are not required.
- Final DERM plan review approval
- A Water and Sewer Verification form from the City of Miami Beach Public Works Department
- Phased Permit Hold Harmless form
- Notice to Building Official for Private Provider’s services
- Copies of all development orders that have been issued by the City of Miami Beach for the proposed construction

The permit counter will issue a process number for the phase permit and provide the applicant with an invoice for payment. The four (4) sets of plans will be perforated and stamped with the “Phased Permit” stamp. Once the payments for both permits are satisfied, the Master Permit review will begin. Next, the applicant must obtain approvals from the Fire and Planning and Zoning Departments before the Building Official approves the issuance of the Phase Permit. Phased permit plans will not be reviewed by other trades.

The Planning and Zoning Department will not approve phase permits that include the following:

- Exterior demolition within a Historic District.
- Demolition that violates a condition of a development board order.
- Construction that requires approval from a development board, without prior approval by the applicable development board.

After the Building Official’s approval and satisfaction of payment, the applicant will need to return to the permit counter to obtain the Phased Permit. The applicant will keep one set of plans and one set will be retained by the Building Department. Please be advised that the cost of the Phased Permit is non-refundable and will not be credited to the final building permit. The applicant may need additional trade Phased permits (electrical, mechanical, plumbing, etc.). These permits must be related (linked) to the phase permit. This will ensure that the trade permits can be transferred to the building permit once obtained. Trade permits, sub-permits, and shop drawings that require Planning and Zoning review cannot be approved until the full building permit is issued.

A National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the city’s Municipal Separate Storm Sewer System (MS4) permit.

Separate permits from City of Miami Beach Public Works Department may be required for work on the public rights of way that involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc., as needed. For applicable permits, please contact Public Works Department at (305) 673-7080.

The Phased Permit cost is $5,000 for Commercial New Construction, $4,000 for Commercial Interior Alteration only, $2,000 for Residential New Construction, and it is valid for 180 days only. You must obtain your master permit within 180 days from the date of issuance or apply to the Building Official for an extension. A letter from the design team must accompany the request for extension of a Phased permit.
WHEREAS, ________________ (Property Owner), in accordance with the Florida Building Code, 2017 edition, Section 105.13 entitled “Phased Permit Approval”, wishes to commence construction at Address: __________________________, hereinafter “the Project”; and,

WHEREAS, the Building Official is willing to issue a Phased Permit, subject to the Written Procedures governing the Phased Permit, the receipt of which is hereby acknowledged by the Owner and Contractor; and

WHEREAS, a National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the City’s Municipal Separate Storm Sewer System (MS4) permit; and

WHEREAS, separate permits from the City of Miami Beach Public Works Department are required prior to work in the public right of way and in easements dedicated to the City; and

WHEREAS, all construction activity on new or existing structures within an historic district or site require a certificate of appropriateness in advance from the Historic Preservation Board or staff as required by the City Code; and

WHEREAS, all construction activity on new or existing structures not located within an historic district or site may require review and approval in advance from the Design Review Board. Construction activity not requiring board approval must be consistent with the Land Development Regulations; and

NOW THEREFORE, in consideration of the above premises, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Owner hereby agrees as follows:

1. In accordance with the Florida Building Code, 2017 edition, Sec. 105.13, Owner agrees to indemnify and hold harmless and release and discharge the City of Miami Beach (hereinafter “City”), including its employees, from any and all liability arising out of, or in connection with the issuance of said Phased Permit.

2. Owner agrees that this Phased Permit for the structure shall proceed at the holder’s own risk with the building operation and without any assurance that a building permit for the entire structure will be granted. Owner further agrees that corrections may be required at the time of the issuance of the building permit to meet the requirements of the technical codes as well as the Land Development Regulations of the City Code and all applicable development orders.

3. Owner agrees that if any work occurs beyond permitted scope of work on the Property, the Phased Permit shall be automatically revoked by the Building Official without further notice to the Property Owner and Contractor and all construction shall immediately stop.

4. Owner agrees that if construction occurs on or over public property or a City easement, all encroachments shall be demolished, with proper permits, prior to the building permit being issued for the entire structure.

5. Owner agrees that the Phased Permit does not imply review of or compliance with the Florida Fire Prevention Code and that any work requiring a Fire Permit is not included in this Phased Permit and therefore cannot commence without said
permit. Any required Fire Permit cannot be issued without an approved design document as prescribed in Florida Statutes.

6. The obligations of the Owner under this Agreement shall become operative and effective only upon the issuance to Owner of a Phased Permit for construction.

7. Owner acknowledges that the acceptance of the Phased Permit is a complete waiver and estoppel as to any rights, real, apparent or otherwise, to challenge the validity of any conditions hereof.

8. Owner acknowledges that any construction activity in violation of the above may require correction or removal to come into compliance with City Code and other applicable laws and regulations, at no cost to the City.

IN WITNESS, WHEREOF, _________________ and _________________ do hereunto set their hand and seal on the date and year as indicated below.

OWNER – NAME: ____________________________________ Owner’s Signature: ______________________________

STATE OF FLORIDA, COUNTY OF ______________________

The foregoing instrument was acknowledged before me by ________________________________________________, who is personally known to me or has produced _____________________________________, as identification.

Witness my signature and official seal this _____ day of _____________________, ________, in the County and State aforesaid.

Notary Public-State of _____________________________________

Print Name

My Commission Expires: ______________________________

CONTRACTOR- NAME: ______________________________ Contractor’s Signature ______________________________

STATE OF FLORIDA, COUNTY OF ______________________

The foregoing instrument was acknowledged before me by ________________________________________________, who is personally known to me or has produced _____________________________________, as identification.

Witness my signature and official seal this _____ day of _____________________, ________, in the County and State aforesaid.

Notary Public-State of _____________________________________

Print Name

My Commission Expires: ______________________________

Accepted: ______________________________

Building Official        Dated ______________________________

Revised April 2018
NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

<table>
<thead>
<tr>
<th>Process/Permit Number:</th>
<th>Project Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Address:</td>
<td>Parcel Tax ID:</td>
</tr>
<tr>
<td>Services to be provided:</td>
<td>Plans Review</td>
</tr>
</tbody>
</table>

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to Florida Statute Section 553.791(2).

I, _____________________________________, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

<table>
<thead>
<tr>
<th>Firm:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Florida License, Registration or Certificate Number:</td>
<td></td>
</tr>
</tbody>
</table>

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by Section 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire code, land use, environmental or other codes.

The following attachments are provided as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. Proof of insurance for professional and comprehensive liability in the amount of $1 million per occurrence relating to all services performed as a private provider, including tail coverage for a minimum of 5 years subsequent to the performance of building code inspection services.

| Individual: | Corporation: | Partnership: |

| Name ____________________________ | Address ______________________________ | Phone ______________________ |
| Signature ____________________________________________ |

STATE OF FLORIDA, COUNTY OF __________________________

Before me, this _____ day of ____________20 _____, personally appeared __________________ who executed the foregoing instrument, and acknowledged that same was executed for the purposes therein expressed.

[ ] Personally known   [ ] Procured Identification – Type of Identification __________________________

Signature of Notary Public _________________________   Seal
PRIVATE PROVIDER COMPLIANCE

Process #: ____________________________ Project Address: ____________________________

Permit Description: ____________________________

Private Provider Firm: ____________________________

Notice - A private provider may only perform building code plan review and inspection services that are within the disciplines covered by that person's licensure or certification.

The following individuals employed by this firm or me are duly authorized to perform plans review and inspections pursuant to Section 553.791, Florida Statute and hold the appropriate license or certificate.

☐ Plan Review

Building: Name & License #: ____________________________, ____________________________, ____________________________
Structural: Name & License #: ____________________________, ____________________________, ____________________________
Mechanical: Name & License #: ____________________________, ____________________________, ____________________________
Electrical: Name & License #: ____________________________, ____________________________, ____________________________
Plumbing: Name & License #: ____________________________, ____________________________, ____________________________

☐ Inspections

Building: Name & License #: ____________________________, ____________________________, ____________________________
Structural: Name & License #: ____________________________, ____________________________, ____________________________
Mechanical: Name & License #: ____________________________, ____________________________, ____________________________
Electrical: Name & License #: ____________________________, ____________________________, ____________________________
Plumbing: Name & License #: ____________________________, ____________________________, ____________________________

Private Provider’s Information

Private Provider’s Name and Signature: ____________________________

Florida Architect or Engineer Certification #: ____________________________

Florida Architect or Engineer’s Seal: ____________________________
### Permit Application

**Office Use Only**

<table>
<thead>
<tr>
<th>Submittal Date:</th>
<th>Permit #:</th>
</tr>
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</table>

**Applicant Information (Blue or Black Ink Only)**

<table>
<thead>
<tr>
<th>Parcel / Folio Number:</th>
</tr>
</thead>
</table>

**Property Address:**

<table>
<thead>
<tr>
<th>Unit #:</th>
<th>Master Permit Number (If applicable):</th>
<th>Violation # (If applicable):</th>
</tr>
</thead>
</table>

**Permit Type (select one):**

- Building
- Electrical
- Mechanical
- Plumbing
- Roofing
- Phased Permit
- Shop Drawings

**Permit Request (select all that apply):**

- Demo year built
- Generator
- Temporary
- Structure
- Fire
- Non-Structural Only

**Property Information (select one):**

- New Permit
- Change of Contractor
- Change of Architect/Engineer
- LEED
- Interior
- Non-Structural Only
- Permit Extension
- Permit Renewal
- Permit Revision
- Change of Use
- Private Provider
- City Project
- Reprieve Permit

**New Construction/Addition**

<table>
<thead>
<tr>
<th>Alteration/Reconfiguration of Space</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Value:</th>
<th>Square Footage:</th>
<th>Value of Work: $</th>
</tr>
</thead>
</table>

**Description of Work:**

**Property Owner**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Suite:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

**Contractor**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Suite:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

**Architect**

<table>
<thead>
<tr>
<th>Name:</th>
<th>License Number:</th>
</tr>
</thead>
</table>

**Structural Engineer**

<table>
<thead>
<tr>
<th>Name:</th>
<th>License Number:</th>
</tr>
</thead>
</table>

**Notice & Certification**

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction. I understand that a separate permit must be secured for Electrical, Elevator, Fire, Mechanical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners, etc.

Owner’s Affidavit: I certify that all the forgoing information is correct. Owner Certifies that the aforementioned Contractor has the authorization to perform the work as specified above.

Lessee’s Affidavit: Lessee certifies that he has full consent and authorization from owner of subject property to perform the above-mentioned work and to hire above captioned contractor.

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as: the Environmental Division of Miami-Dade County; Permitting, Environment and Regulatory Affairs, Water & Sewer Department, Department of Environmental Protection, South Florida Water Management District, Miami-Dade County Impact Fee, water management districts, state agencies, and/or federal agencies.

Under penalties of perjury, I declare that to the best of my knowledge, the facts stated in this document are true. Any information found to be false may cause the revocation and/or denial of the permit and/or Certificate of Occupancy.

**OWNER’S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.

- ☐ Owner/Lessee for new permits (Documentation establishing ownership may be requested).  ☐ TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.*

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT IS REQUIRED FOR ANY WORK WITH COST EXCEEDING $2,500.00.**

<table>
<thead>
<tr>
<th>Signature of Owner/Agent or GC (for Sub-permits):</th>
<th>Signature of Qualifier:</th>
</tr>
</thead>
</table>

**PRINT NAME:**

| STATE OF FLORIDA MIAMI-DADE COUNTY
| Sworn to and subscribed before me this day of ________________, 20__ by ____________________________
| Signature of Notary Public

<table>
<thead>
<tr>
<th>Print Name:</th>
</tr>
</thead>
</table>

**Print Name:**

| STATE OF FLORIDA MIAMI-DADE COUNTY
| Sworn to and subscribed before me this day of ________________, 20__ by ____________________________
| Signature of Notary Public

| Print Name: |

| (SEAL) Personally known ______________________
| or Produced Identification ____________________ |

**TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.*"**

| STATE OF FLORIDA MIAMI-DADE COUNTY
| Sworn to and subscribed before me this day of ________________, 20__ by ____________________________
| Signature of Notary Public

| Print Name: |

**Print Name:**

| (SEAL) Personally known ______________________
| or Produced Identification ____________________ |
**Our Mission**
We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Permit Application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Purpose</td>
<td>This form is completed if an owner or developer would like to request a permit for a construction or a rehabilitation project within the City of Miami Beach.</td>
</tr>
<tr>
<td>Related Forms</td>
<td>Please see the Permit Application Submittal Checklist on the link below:</td>
</tr>
<tr>
<td></td>
<td>1. <a href="#">Permit Application Submittal Checklist</a></td>
</tr>
</tbody>
</table>
| Associated Fees | 1. **Upfront Processing Fee.**  
                  | 2. Permit Fees, as applicable based on current [Fee Schedule](#). |
| Additional Info | Payments can be made at following locations: |
|                 | • Kiosks/IPads located at the Building Department, 2nd Floor of City Hall and at the North Beach Office, 962 Normandy Drive, Miami Beach, FL 33141.  
                  | • Cashier’s window, 1st Floor City Hall.  
                  | • [Online Quick Pay](#). |
| Form Process    | 1. Permit Application and project plans submitted with paid upfront fees.  
                  | 2. Plan Review Process is performed by the City, if applicable.  
                  | 3. Payment of full permit fees are assessed and satisfied.  
                  | 4. Permit is issued. |
| For Progress Status | You can check on an application’s status in the City via the CSS system: |
|                 | • [CSS (Citizen Self Service) System](#). |
| For Assistance  | Please contact: |
|                 | • **In person:** Permit Counter at the **Building Department’s Main Office 1700 Convention Center Drive, 2nd Floor,** Miami Beach, FL 33139, or **North Beach Office** located at **962 Normandy Drive,** Miami Beach, FL, 33141.  
                  | • **Via Telephone:** 305-673-7610.  
                  | • **Email:** bpi@miamibeachfl.gov  
                  | • **Online:** [http://www.miamibeachfl.gov/city-hall/building/](http://www.miamibeachfl.gov/city-hall/building/) |

**TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.**

*The Electrical and Structural Inspection Approval Forms must be emailed to the corresponding chiefs prior to the special event taking place. Failure to do so will incur in a **$500.00** fine.*

ChiefElectrical@miamibeachfl.gov  
ChiefStructural@miamibeachfl.gov  

The original, signed and sealed inspections reports must be submitted to the Building Department, Administration’s Office (2nd floor of City Hall) to close the corresponding Special Event Permit.

**ADA Information**
To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305-604-2489 (voice), 305-673-7524 (fax), or 305-673-7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).