

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, insurance certificates, and authorized representatives' certifications.
- Request a pre-construction meeting prior to permit's issuance.

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:

- a. Exterior demolition within a Historic District.
- b. Demolition that violates a condition of a development board order.
- c. 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.