

## Pre-submittal Meeting Request Form

In order to schedule a pre-submittal meeting, please fill out this form as noted below.

### The following is required:

1. The ***Property Owner or duly authorized representative, and the Architect / Engineer (Design professional who will ultimately sign and seal the plans) must be present*** at this meeting.
2. A preliminary set of drawings including the applicable disciplines that have been requested to be reviewed or an electronic copy on a thumb drive.
3. The Architect / Engineer shall be prepared to provide a narrative of the project's scope and discuss any specific questions that are of interest or concern.
4. Building Department disciplines may include Building, Mechanical, Electrical, Plumbing, Flood, and Structural reviews. There is no fee for this preliminary review.
5. **It is understood that the Pre-submittal meeting comments are not comprehensive, but preliminary in nature. Additional comments not discussed in this meeting may be generated when the project is formally submitted for a full review.**

**Note:** Fire, Elevator and Planning & Zoning Departments do not participate in these meetings. Therefore, it is recommended that a separate meeting be scheduled with the other departments at the customer's prerogative.

Prior to the **Building Department Pre-submittal** and *as per City of Miami Beach Policy, staff members must be notified if customers are or will be accompanied by an attorney. If you fail to notify us in advance that there is legal counsel present, we reserve the right to end the meeting and reschedule it at a later date.*

**THE PERSON REQUESTING THE PRE-SUBMITTAL MEETING: (PLEASE PRINT LEGIBLY)**

NAME: \_\_\_\_\_ PHONE: (\_\_\_\_\_) - (\_\_\_\_\_) - (\_\_\_\_\_)

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

E-MAIL: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

### Office Use Only

**Requested Date:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_ **Meeting Time:** \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

#### 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).

#### City of Miami Beach Mission

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

#### Excellence Miami Beach

<b>Form Name</b>	Pre-submittal Review Meeting Request.
<b>Purpose</b>	A Pre-submittal Review Meeting is scheduled to provide preliminary comments to upcoming projects.
<b>Requirements</b>	Property Owner and Architect / Engineer (Design professional who signs and seals the plans) must be present at this meeting.
<b>Associated Fees</b>	None.
<b>Form Submittal</b>	Submit the request in person to the Building Department's ADMINISTRATION or via e-mail to those listed below.
<b>For Assistance</b>	Please contact: <ol style="list-style-type: none"><li>1. <b>In person:</b> Building Department, Administration 1700 Convention Center Drive, 2<sup>nd</sup> floor, Miami Beach, Florida 33139</li><li>2. <b>Via Telephone:</b> 305-673-7610, options # 3, then # 7</li><li>3. <b>Via E-mail:</b> <a href="mailto:BuildingAdmin@miamibeachfl.gov">BuildingAdmin@miamibeachfl.gov</a></li><li>4. <b>Online:</b> <a href="http://www.miamibeachfl.gov/city-hall/building/">http://www.miamibeachfl.gov/city-hall/building/</a></li></ol>

#### Building Department Mission

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