

Plan Routing Sheet

Please complete this form and upload it AFTER you have completed uploading all documents for plan review.

General Information – All fields MUST be completed for submittal		
Date:	Process/Permit Number (if available):	Historic Property (Y/N):
Job Address:		
Contact Name:		
E-mail:		
Phone No:	Cell No:	

Total # of sets: _____ **Master Permit #:** _____

Check type of documents and number of sheets submitted in each category listed below:

<input type="checkbox"/> Architectural # of pages:	<input type="checkbox"/> Structural # of pages:	<input type="checkbox"/> Mechanical # of pages:
<input type="checkbox"/> Electrical # of pages:	<input type="checkbox"/> Plumbing # of pages:	<input type="checkbox"/> Roofing # of pages:
<input type="checkbox"/> DERM # of pages:	<input type="checkbox"/> Fire # of pages:	<input type="checkbox"/> Civil # of pages:
<input type="checkbox"/> Landscaping # of pages:	<input type="checkbox"/> Site Plan # of pages	<input type="checkbox"/> Special Inspector Forms # of pages:
<input type="checkbox"/> Owner Documentation # of pages	<input type="checkbox"/> Appraisal # of pages:	<input type="checkbox"/> Survey(s) # of pages:
<input type="checkbox"/> Revision # of pages:	<input type="checkbox"/> NOA's # of pages:	<input type="checkbox"/> Signature Affidavit # of pages:
<input type="checkbox"/> Elevation Certificate # of pages:	<input type="checkbox"/> Flood Proofing Certificate # of pages:	<input type="checkbox"/> Geotechnical Report # of pages:
<input type="checkbox"/> Drainage Calcs # of pages:	<input type="checkbox"/> Energy calculations # of pages:	<input type="checkbox"/> Structural calculations # of pages:
<input type="checkbox"/> Construction Contract # of pages:	<input type="checkbox"/> Construction Parking Management Plan # of pages:	<input type="checkbox"/> Construction Parking Affidavit # of pages:
<input type="checkbox"/> Other(specify): #of pages:	<input type="checkbox"/> Other(specify): #of pages:	<input type="checkbox"/> Other(specify): #of pages:
<input type="checkbox"/> Other(specify): #of pages:	<input type="checkbox"/> Other(specify): #of pages:	<input type="checkbox"/> Other(specify): #of pages:

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

- Form Name** Plan Routing Request Sheet.
- Purpose** To route to several disciplines at once to reach final approval status.
- Form Submittal** Submit online with plans and required documents via [CSS](#) (Citizen Self Service).
- For Assistance** Please contact:
1. **Via Telephone:** 305-673-7610, extension 0
 2. **Via E-mail:**
bpi@miamibeachfl.gov
 3. **Online:**
www.miamibeachfl.gov
<http://www.miamibeachfl.gov/city-hall/building/>

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.