

# MIAMIBEACH

HOW TO...

SUBMIT  
PLANS AND  
CORRECTIONS  
ONLINE

**CITIZEN  
SELF  
SERVICE**

[WWW.MIAMIBEACHFL.GOV](http://WWW.MIAMIBEACHFL.GOV)

Once all documentation, up-front fee payment, and plans are received and in proper order, the plan review will commence. Follow the reviews, their status, and comments by:

01. Open the permit.
02. Select Reviews.
03. Select the review type.

Permit Number: BC2012704

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Building - Commercial Interior Alteration      Status: Applied      Project Name: ▼

Summary   Locations   Fees   **Reviews**   Inspections   Attachments   Contacts   Sub-Records   Holds   Meetings   More Info

Reviews | Next Tab **Permit Details** | Main Menu

Reviews Sort Review Type ▼

Review Type	Status	Version	Received Date	Due Date	Completed Date
Bldg - Building - Commercial - Interior Alteration	Pass	2	01/17/2020	02/07/2020	01/17/2020
Bldg - Building - Commercial - Interior Alteration	Fail	1	01/17/2020	02/07/2020	01/17/2020
Bldg - Final Building Plans	Pass	1	01/17/2020	01/17/2020	01/17/2020
Building Permit Intake	Fail	1	01/17/2020	01/17/2020	01/17/2020
Building Permit Intake	Pass	2	01/17/2020	01/17/2020	01/17/2020

Results per page 10 ▼ 1 - 5 of 5 << < 1 > >>

04. Select “Permit Details” to view and choose the Reviewers comments.

Permit Number: BC2012704

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

Review Type: Bldg - Building - Commercial - Interior Alteration      Status: Fail      Version: 1

Received Date: 01/17/2020      Due Date: 02/07/2020      Completed Date: 01/17/2020

Review Items Sort Review Type ▼ [Export](#)


Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Building Review	Fail	02/07/2020	01/17/2020	Bartell James	<a href="#">Details</a>
Electrical Review	Pass	01/31/2020	01/17/2020	Martinez Candelario	<a href="#">Details</a>
Fire Building Review	Fail	02/07/2020	01/17/2020	Clavijo Jorge	<a href="#">Details</a>
Mechanical Review	Fail	01/31/2020	01/17/2020	Salgueiro Ana	<a href="#">Details</a>
Plumbing Review	Fail	01/31/2020	01/17/2020	Sosa Luis	<a href="#">Details</a>
Submittal Version Complete	Fail	01/17/2020	01/17/2020	HERNANDEZ LEONOR H.	<a href="#">Details</a>

Results per page 10 ▼ 1 - 6 of 6 << < 1 > >>

## HOW TO SUBMIT CORRECTIONS ONLINE:

1. Return to CSS Dashboard.
2. Select the permit that needs resubmission.
3. Go to the Attachments tab.

- Resubmit plans on all the Attachments' cards that display the **"Resubmit"** label at the bottom of the card. Then when plans are uploaded, click on **"Submit"**.

Permit Number: BC2012704 

Permit Details | Tab Elements | Main Menu






Type: Building - Commercial Interior Alteration      Status: Applied      Project Name: ▼

Summary   Locations   Fees   Reviews   Inspections   **Attachments**   Contacts   Sub-Records   Holds   Meetings   More Info

Attachments | Next Tab | Permit Details | Main Menu


Attachments Sort: Needs Action ▼

At least one file needs to be resubmitted.

 <b>Architectural Plans</b> City of Miami Beach test4_v2.pdf Version: 2 Status: Corrections Added <b>Resubmit</b> History	 <b>Electrical Plans</b> City of Miami Beach test5_v2.pdf Version: 2 Status: Corrections Added <b>Resubmit</b> History	 <b>Mechanical Plans</b> test4_v2.pdf Version: 2 Status: Corrections Added <b>Resubmit</b> History	 <b>Attachment</b> City of Miami Beach test1.pdf Uploaded: 01/17/2020 Notes: Completed Permit Application	 <b>Supplemental Documentation</b> TEST FINAL SET_v1.pdf Version: 1 Status: Under Review
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Completed Permit Appli ▼

**Add Attachment**



Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx



[◀ Back to Record](#)

### Resubmit File(s)

**1**  
Resubmit

**Resubmit**

Architectural Plans			Cancel
Previous File	New File	Size:	
City of Miami Beach test4_v2.pdf	City of Miami Beach test4_v3.pdf	155.26 KB	

Electrical Plans			Cancel
Previous File	New File	Size:	
City of Miami Beach test5_v2.pdf	City of Miami Beach test5_v3.pdf	115.25 KB	

Mechanical Plans			Cancel
Previous File	New File	Size:	
test4_v2.pdf	test4_v3.pdf	142.37 KB	



Once submitted, changes cannot be made, and the status will change to “**Under Review**”.

Permit Number: BC2012704



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** Building - Commercial Interior Alteration      **Status:** Applied      **Project Name:** ▼

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments**
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

### Attachments

Sort: Needs Action ▼

 <b>Attachment</b> City of Miami Beach test1.pdf Uploaded: 01/17/2020 Notes: Completed Permit Application	 <b>Architectural Plans</b> City of Miami Beach test4_v3.pdf Version: 3 <b>Status: Under Review</b> <a href="#">History</a>	 <b>Electrical Plans</b> City of Miami Beach test5_v3.pdf Version: 3 <b>Status: Under Review</b> <a href="#">History</a>	 <b>Mechanical Plans</b> test4_v3.pdf Version: 3 <b>Status: Under Review</b> <a href="#">History</a>	 <b>Supplemental Documentation</b> TEST FINAL SET_v1.pdf Version: 1 Status: Under Review
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**Remember!**

- You must re-submit the entire set for the discipline requesting corrections, even if there are sheets with no corrections.
- Resubmit the corrected files with the originally uploaded PDF file name.
- Do not change sheet numbers.
- How to insert new drawing between two existing sheets:
  - Use the alphabet. For example: insert a new page between A-1.pdf and A-2.pdf, the new page will be A-1A.pdf, A-1B.pdf (second new page), etc. Do not renumber the sheets.

**How to submit a new document:**

- If a new document is requested after your initial submission, you must wait until the plan review version is completed for the system to allow new uploads.

**If assistance is needed, please contact the Building Department at 305 673 7610 extension 0.**

# MIAMIBEACH

## HOW TO...

### SUBMIT PLANS AND CORRECTIONS ONLINE

## CITIZEN SELF SERVICE

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BUILDING DEPARTMENT  
REVISED APRIL 21, 2020