

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

## **Building - Commercial Alteration**

**Plan Reviews:** Building Review, Electrical Review, Fire Review, Mechanical Review, Planning Review, Plumbing Review, Public Works Review, Structural Review

**Inspections:** Beams, Building Final, Columns, Drywall / Metal Lath, Elevation Certificate - Final, Elevation Certificate - Under Construction, Elevator Final, Final, Fire Final, Fire Stopping Affidavits, Floodproofing Certificate - Final, Floodproofing Certificate - Under Construction, Foundation, Framing, Mop, Notice Of Commencement - Certificate, Penetration Protection Pile Log Report - Certificate, Planning Final, Preliminary Fire Safety, Private Provider Monitoring, Public Works Final, Sheathing, Slab, Special Inspector Log, Termite Treatment - Certificates, Thermal Insulation , Trusses

**Drawings:** 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

*Drawings include:*

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Civil Plans
- Landscaping Plans
- Architectural Plans
- Life Safety Plans to include:
  - Fire Protection Plans
  - Fire Alarm Plans
  - Smoke Control (if applicable)
- Electrical Plans
- Elevator Plans
- Mechanical Plans
- Plumbing Plans
- Structural Plans
- Water Features Plans
- Pool Plans (as needed)
- Site Survey
- Tree Survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable)

**Supporting Documents:**

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- Hold Harmless Agreement (required for this permit)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations indicating exact installation
- Heating/Cooling Sizing Load Calculations (if AC replaced is not in exact changeout)
- Tree Disposition
- Tree Protection Plan
- Approved Tree removal Permit (if applicable)
- Drainage Calculations Report
- Percolation Test Report
- Miami Dade County Approval and Approved Documents to include:
  - DERM Air Quality
  - Drainage Well Permit from DERM (if applicable)
  - DERM Sewer Capacity Certification Letter
  - WASD Ordinance 89-95 Compliance Form and proof of payment
- Public Works – Storm Water Utility Fee Worksheet
- Fire Flow Test
- Preliminary approval from Transportation Department
- Declaration of Restrictive Covenant (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BO, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Completed City of Miami Beach Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.