

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

Building - Commercial New (w/ Phased)

Plan Reviews: Building Official Approval, Environmental Review, Fire Review, Building Review, Planning Review

Inspections: Fire Final, Floodproofing Certificate - Final, Notice Of Commencement - Certificate, Planning Final inspection, Preliminary Fire Safety Inspection, Private Provider Monitoring Inspection, Public Works Final Inspection

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
- Architectural Plans
- Structural Plans
- Electrical Plans
- Elevator plans
- Mechanical Plans
- Landscaping Plans
- Water Features Plans
- Pool Plans
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans
- Structural Plans
- Plumbing Plans
- 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:

- Private provider required forms
- Private Provide Plan Compliance Affidavits
- Private provider review comments (approval of life safety drawings)
- Smoke Control (if applicable)
- Structural Calculations

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- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)
- Energy Calculation Form
- Floodproofing Certificate
- Flood Emergency Operations Plan
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report
- Percolation Test Report
- Miami Dade County Approval and 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
- Seawall Permit in the review stage and submitted to DERM
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)
- Construction Site Sediment and Erosion Control Affidavit
- Electric Vehicles Parking Ordinance to be followed if parking lot/space/garage will be part of the project
- 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.