

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

Building - Residential Alteration

Plan Reviews: Building Review, Electrical Review, Environmental Review, Mechanical Review, Planning Review, Plumbing Review, Public Works Review, Structural Review, Urban Forestry Group Review

Inspections: Beams, Building Final, Columns, Drywall / Metal Lath, Elevation Certificate - Final, Elevation Certificate - Under Construction, Erosion Control, Fire Final, Fire Stopping Affidavits, Floodproofing Certificate - Under Construction, Foundation, Framing, Notice Of Commencement - Certificate, Penetration Protection, Pile Log Report - Certificate, Planning Final, Preliminary Fire Safety, Public Works Final, Sheathing, Slab, 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 included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Mechanical plans
- Electrical plans
- Plumbing plans
- Structural 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:

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms
- Product Approval with specification on installations
- Energy conservation form
- Heating/cooling load calculations
- Miami Dade County Building Tax Assessed Value or Cash Building Value Appraiser
- As-built Elevation Certificate - existing building
- Tree Disposition

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- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Well Permit from DERM (if applicable)
- Miami Dade County Approval and Documents to include:
 - DERM Sewer Capacity Certification Letter (if applicable)
 - WASD Ordinance 89-95 Compliance Form and proof of payment (if applicable)
- Public Works – Storm Water Utility Fee Worksheet (if applicable)
- Drainage Calculations Report
- Percolation Test Report (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. Include any approved Variances - Scanned into plans per #2 above
- Completed City of Miami Beach Residential 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.
- Provide all required shaded diagrams and calculations (Lot Coverage, Unit Size, Front Yard Open Space, Rear Yard Open Space).
- Declaration of Restrictive Covenant (if applicable)
- Hold Harmless Agreement (if applicable)