

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

Residential, 3 Stories Alteration

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

Inspections: Building Final, Beams, Columns, Elevation Certificate - Under Construction, Foundation, Pile Log Report - Certificate, Sheathing, Slab, Termite Treatment - Certificates, 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
- Structural Plans
- Plumbing Plans
- Mechanical plans
- Elevator 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
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Drainage Well Permit from DERM (if applicable)
- DERM Sewer Capacity Certification Letter
- WASD Ordinance 89-95 Compliance Form and proof of payment
- Seawall Permit in the review stage and submitted to DERM (if applicable)
- Declaration of Restrictive Covenant (if applicable)

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- Hold Harmless Agreement (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.
- Master Building Permit Number (if applicable)
- 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.