MIAMI BEACH

Planning Department
1700 Convention Center Drive, 2nd Floor
Miami Beach, Florida 33139, www.miamibeachfl.gov
305.673.7550

REQUIRED BY PLANNING FOR REVIEW OF:
BUILDING - COMMERCIAL CERTIFICATE OF OCCUPANCY UPDATE

ITEM #	THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL. NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW.	Required
1	**Scope of work detailing current use and proposed use**	X
2	**DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.**	X
3	**Master Building Permit (if applicable)**	X
4	**Signed and sealed Architectural plans must be dimensioned and include:**	X
a	Existing and proposed floor plan. Existing and proposed floor plan of unit / space	X
5	**Changes of occupancy for hotels, apartment hotels, or apartments must confirm use is permitted and minimum unit size requeriments are met.**	X
6	**Copy of existing or previous licence.**	X
	NOTE:	
*	**Written narrative with responses are required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5.**	X
*	**City will provide Sustainability Fee Affidavit (if applicable) after first plans review.**	X
*	**City will calculate and apply Mobility Fee (if applicable) after first plans review**	X
*	**Corrections on resubmittals MUST be clouded**	X