

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: COMMERCIAL / MULTIFAMILY

PERMIT TYPES: BUILDING COMMERCIAL, BUILDING CONDOMINIUM, BUILDING PHASED, BUILDING COMMERCIAL 3 STORIES AND REVISIONS

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 the work that will be performed included in plans	X
2	DRB, HPB, BOS, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	X
3	Master Building Permit Number (if applicable)	X
4	Completed City of Miami Beach Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way	X
5	Signed and sealed Architectural plans must be dimensioned and include:	X
a	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	X
b	Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable. Survey MUST include lot area.	X
	Survey for Ocean-side properties must also include:	
d	Indicate the elevation of dunes on the east side, and elevation of beachwalk, as applicable. Survey must identify location of Erosion Control Line and Bulkhead Line.	X
e	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.	X
f	All elevations must include the following in NGVD or NAVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable), and building height.	X
g	Grading Plan for all required yards, including section drawings. Indicate finish elevations in NGVD or NAVD.	X
h	Fully dimensioned floor plans and roof plans.	X
i	Dimensioned building section drawings. Minimum of two cross-sections.	X
j	F.A.R per floor	
6	Signed and sealed Landscape Plans must include: Refer to CH 46, DIVISION 2- Tree Preservation and Protection and CH 126- Minimum Landscape Requirements	
a	Tree/Vegetation survey prepared by a professional land surveyor	X
b	Tree disposition plan	X
c	Landscape plans	X
d	Irrigation plans	X
	NOTE:	
*	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
*	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
*	Corrections on resubmittals MUST be clouded	X
*	Include any approved Variances - Scanned into plans per #2 above	X