MIAMI BEACH

Planning Department
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REQUIRED BY PLANNING FOR REVIEW OF:
ROOFING COMMERCIAL & RESIDENTIAL

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, BOA 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	**Signed and sealed Architectural plans must be dimensioned and include:**	**X**
a	City of Miami Beach Building Department Roofing Package	**X**
b	All roof plan must be dimensioned to architectural or engineering scale	**X**
c	Site Plan (with setbacks, property lines, lot dimensions). Site plan shall show all structures including accessory buildings, pergolas, storage, etc. as may be required for scope	**X**
5	**Gutters or downspouts:**	
a	Roof plan / site plan showing the location of the gutter / downspout	**X**
6	**Provide information below if new roof or changing roofing material**	
a	Current roofing material and color	**X**
b	Proposed roofing material and color	**X**
		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**
*	**Asphalt shingles are not permitted without prior Planning Approval - Provide permit number of prior approval**	**X**
*	**Corrections on resubmittals MUST be clouded**	**X**