

3 Times Review Meeting Request

Your plans have been reviewed by two or more disciplines and have been denied 3 or more times.

The purpose of a **3 Times Review meeting** is to reach a final approval status and enable issuing the permit by holding a personal meeting between Owner, Architect and/or Engineer (design professionals) and the reviewers.

The following is required:

1. The **Property Owner, Architect /Engineer** (*Design professional who signs and seals the plans*) **must be present** at this meeting or it will be postponed to a date when all three parties can attend. In the event that the Owner cannot attend, a notarized original letter designating his representative is required.
2. Before the meeting, the drawings with the corrections must be uploaded via the **CSS** portal.
3. **Drawings with the corrections must be uploaded 24 hours prior to the meeting.** If they are not uploaded the meeting will be postponed to a later date.
4. All the comments must have been addressed, a narrative prepared by the Architect and/or Engineer, and design professionals are ready to discuss their responses to obtain the final permit approval.

Note: Fire, Elevator, Public Works, and Planning & Zoning Departments may not participate in these meetings. Therefore, it is recommended that a separate meeting be scheduled prior to the **3 Times Review meeting** in order to complete a full review of the drawings presented. The **3 Times Review meetings** are held after 1pm.

As per City of Miami Beach Policy, staff members must be notified if customers are or will be accompanied by an attorney. If you fail to notify us in advance that there is legal counsel present, we reserve the right to end the meeting and reschedule at a later date.

THE PERSON REQUESTING THE 3 TIMES MEETING: (PLEASE PRINT LEGIBLY)

NAME: _____ **PHONE:** (_____) – (_____) - (_____)

EMAIL: _____

PERMIT NUMBER: _____ **ADDRESS:** _____

DESIGN PROFESSIONAL EMAIL: _____ (must be at this meeting)

OWNERS EMAIL: _____ (must be at this meeting)

Office Use Only

OWNER LETTER: YES NO

Invoice #: _____ **Amount Due: \$** _____ **Request Date:** _____ **Meeting Time:** _____ **Meeting Date:** _____

1) _____ 4) _____

2) _____ 5) _____

3) _____ 6) _____

ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Excellence Miami Beach

- Form Name** 3 Times Review Meeting Request
- Purpose** A 3 Times Review Meeting is scheduled to provide resolution to pending comments and to reach final approval status.
- Requirements** Property Owner, Architect/Engineer (Design professional who signs and seals the plans) must be present at this meeting or it will be postponed to a date when all three parties can attend.
- Form Submittal** Submit in person to **ADMIN** or by email the request to the Building Department.
- For Assistance** Please contact:
1. **In – person:** Building Department, Miami Beach City Hall, **ADMIN**
1700 Convention Center Drive, Miami Beach, Florida 33139
 2. **Via Telephone:** 305-673-7610
 3. **Via E-mail:**
Building Admin BuildingAdmin@miamibeachfl.gov
 4. **Online:** www.miamibeachfl.gov

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.