

AS-BUILTS PLAN REVIEW CHECKLIST

1. \$1,000,000 or more, VALUATION of Master permit or due to any subsequent increase to the value from revisions, Master permit must a notice/comment of the statement below:
THIS PROJECT REQUIRES THE SUBMITTAL OF AN AS-BUILT SET OF CONSTRUCTION DOCUMENTS WITH ARCHITECT/ENGINEER AND CONTRACTOR CERTIFICATIONS PRIOR TO FINAL BUILDING INSPECTION. (This Checklist item already exists and must be checked in Master Plans review).
2. All Sub-permits and Revisions under the master permit (Linked to) must be in "Finalized" status. Before reviewing the Asbuilt Set due to unforseeable changes resulting from un-finalized Revisions and Sub-permits.
3. If Plans are from Private Provider, Flood Review shall be included.
4. If the Asbuilt Set contains more than 50 sheets, for ease of review process, it is recommended that Plans be divided into separate Trade-Labeled, Digitally Signed PDFs.
5. Verify Title Block info: Correct Address, Job Description, Original Architect/Engineer of record (Otherwise a Change of AOR/EOR Form is required). Also verify all sheets and revisions of the Master plans found in records (Laserfiche) have been included in the Asbuilt set. Design Professional Sign & Seal must be clearly visible and dated in compliance with Florida Statute 481.221 and 471.025 and Florida Administrative Code 61G10-11.010 and 61G15-23.002. Personal name and personal license number must appear printed on title block of all sheets. (FAC 61G1-16.004).
6. The "As-built" drawings shall be labeled as such and all drawings shall be Digitally signed, sealed and dated by the respective Design Professional of Record. **WET-SIGNATURE/PRINTED- SEAL AND AFFIDAVIT (ONLY IF THE PERMIT WAS APPLIED FOR PRIOR TO 01/01/21), ARE ACCEPTABLE.**
Optional: In lieu of the Sub-Engineer's (MEP, structural, Civil, Fire Protection, etc...) Digital Signature, the main Architect/Engineer of record (using a Digital Signature) along with the GC (with a notarized signature) may choose to certify any trade set as part of that same PDF.
7. **DIGITAL SIGNATURES AND SEALS:** Every single sheet of all electronic PDF Plans must bear the Digital Seal of the Architect/Engineer of Record. City of Miami Beach approved/trusted Verification agencies are: IdenTrust, GlobalSign, Digicert, Entrust Datacard, or HashMyFiles (using SHA-1). Modifying/Adding-to the PDF, Flattening Signatures/Seals, or Altering the PDF in any fashion, after signing voids the Digital Signature and results in rejecting the Asbuilt.
If combining Signatures from different Verification Agencies ends up voiding all previous ones, a separate Asbuilt Statement (as shown below) certified by the one Design Professional for his/her own trade, maybe submitted as part of the cover of their own PDF set.
Architects (ONLY) may have the option to sign only the cover/index sheets, if those sheets contain the index to all the sheets in the PDF set, as per FA61G1-16.005.
8. Verify inclusion of the Statement below on the cover sheet of the As-Built (if set is one PDF), or on every cover sheet of each trade set (if PDFs are separated).
"Master Permit: _____
To the best of my knowledge, belief and professional judgment these construction documents meet the intent of the Florida Building Code, represent accurately the "AS BUILT" conditions of the project and include all of the revisions previously submitted and approved by the City of Miami Beach Building Department."
Please certify this Statement by signing underneath it as follows:

Architect/Engineer of Record Full Name	License#	Digital Signature and Seal	Date
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General Contractor's Full Name	License#	Digital or Notarized Signature	Date
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