MIAMIBEACH
BUILDING DEPARTMENT

How to Apply Online

Before you start

- A Citizen Self Service account is required to apply for permits online. Please register here if you do not have one yet.

- A signed and notarized permit application and cost affidavit will need to be uploaded. Application and affidavit to be downloaded by connecting: https://www.miamibeachfl.gov/city-hall/building/forms/

- For trade permits (Mechanical, Electrical, and Plumbing), a licensed contractor, registered in the City's system, is required to submit the application.

1. Go to the Citizen Self Service (CSS) portal: **mbselfservice.com**

2. You can also visit our main page, **https://www.miamibeachfl.gov/city-hall/building**, and select CSS from our RELATED RESOURCES.

03. Click on **Guest** and select "Register" or **"**Log In" to access your CSS account.

04. For the registration, select "Register" or "Sign Up" and enter your email address.

05. This message will be displayed: "**Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process".** An email from DoNotReply@miamibeachfl.gov with Subject: **Citizen Self Service New User Account Confirmation** will be sent to you. Click on "Confirm" and send. Minutes later, a new email Subject: **City of Miami Beach ePortal Account Activated!** will be sent to you to indicate your account has been activated and it is ready to be used.

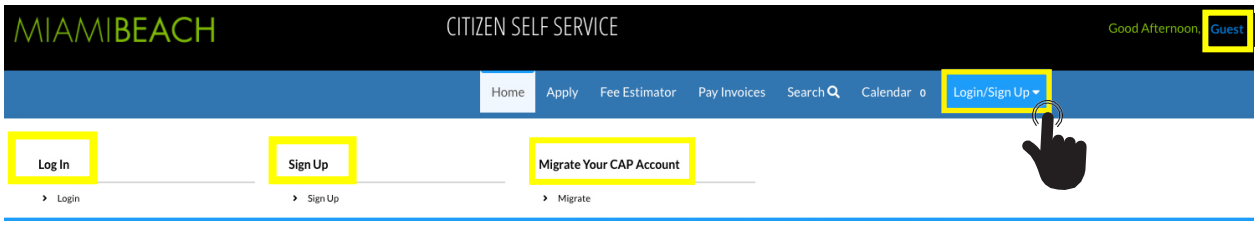
06. **NOTES:** Emails from DoNotReply@miamibeachfl.gov may end up in the spam/junk folder. If you do not receive the email, please contact EnerGovSupport@miamibeachfl.gov. If customers are unable to find the email in either folder, they should contact their IT team to request that they "Whitelist" emails from DoNotReply@miamibeachfl.gov.

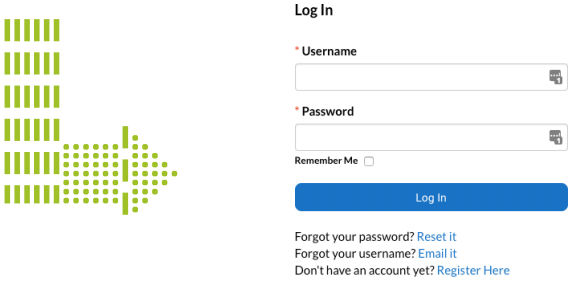
07. Contractors' CSS accounts shall be linked to their licenses. A signed and notarized letter from the qualifier of the company, needs to be submitted requesting his/her license to be linked to his/her CSS account. The letter must include contractor's name, license number, and email address used for registration.

08. If an owner or contractor would like to grant access to others to their online permits, a signed and notarized letter from either one is required. Owner's letter to include name, address, email used for registration, and the name/s of person/s to be added to the specific permit number/s. Contractor's letter to contain name, company name, license number, email used for registration, and the name/s of person/s to be added to the specific permit number/s.

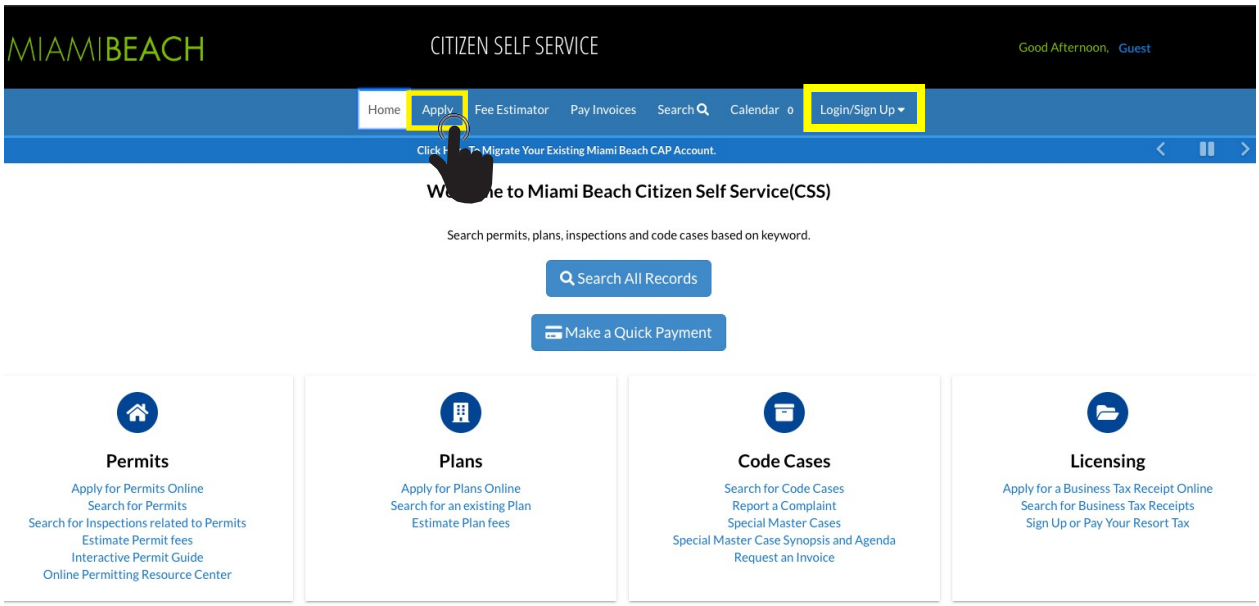
09. Letters from items 07 and 08 should be emailed to BuildingInfo@miamibeachfl.gov or BuildingContractor@miamibeachfl.gov.

10. If a CAP account was previously created, it can be migrated to the current portal, CSS.





11. Once registration is complete, and the account is created, "**Log In**" and click on "**Apply**".

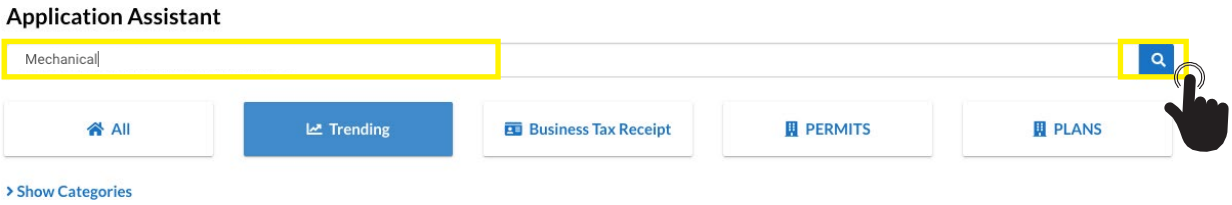


12. **Select Permit Type.**

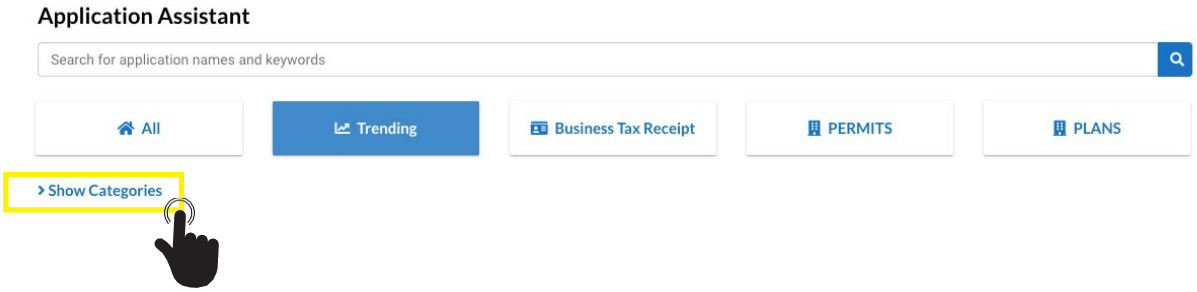
If the permit type looked-for is not listed, select the **Building Process Initiation (BPI)** category and apply for it. This is a pre-permit application to gather basic data of the project. Once online application is complete, a BPI pre-permit application number will be displayed. Within 2 days, permitting staff will convert the BPI number into the actual permit sought for. Sub-permits, Revision General, A/C change out, Re-roofing, Generators, PAU (Permit Application Updates includes Change of Contractors, Renewals, Extensions, and Cancellation of Permits), and Portable toilets' categories are explicitly enumerated for easy selection. A master permit is required to apply for sub-permits.

There are multiple ways to find the permit type to be applied for:

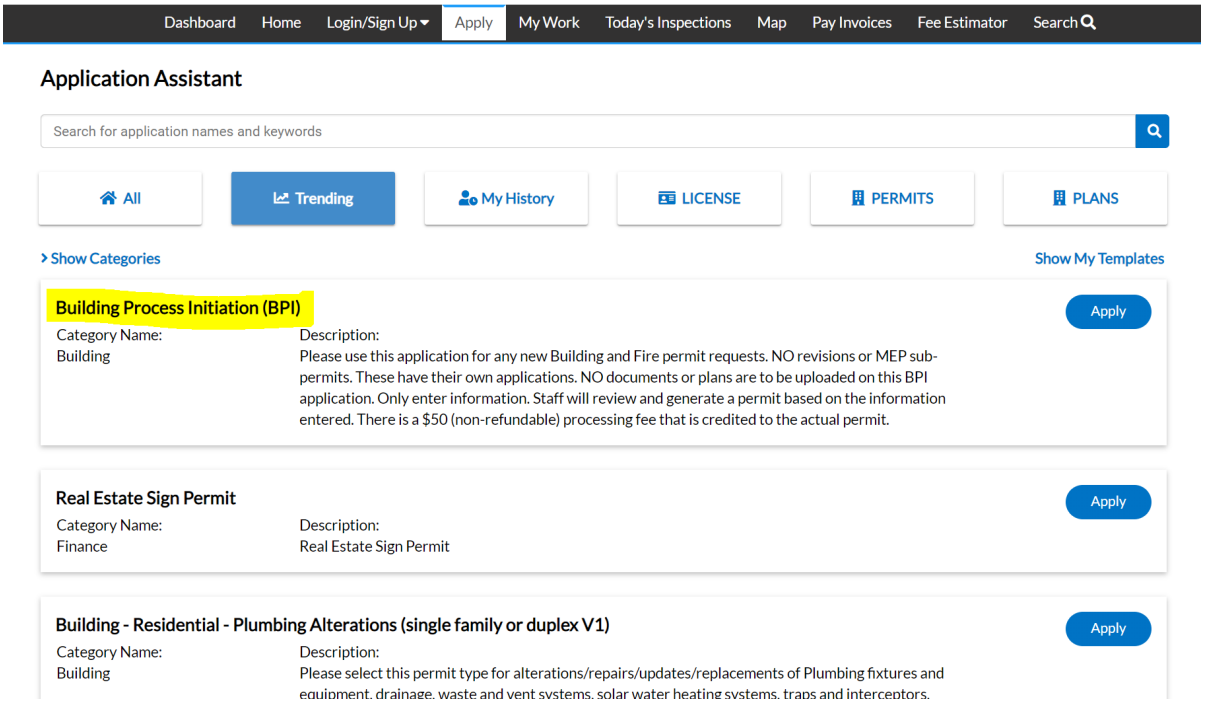
a. **Search by keywords.** For example, type in Mechanical in the search's field.



b. Search by category.

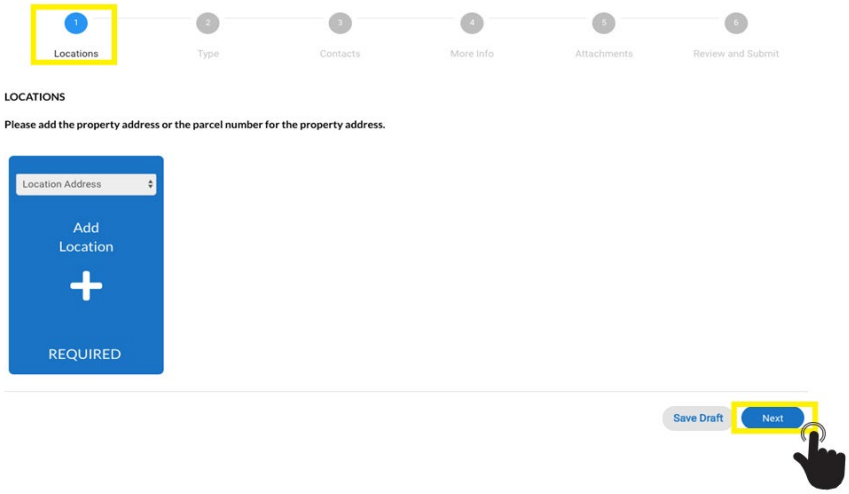


c. **Or browse all the "PERMITS" types.** Select the Building Permit Initiation (BPI) category to apply for permits not currently available.

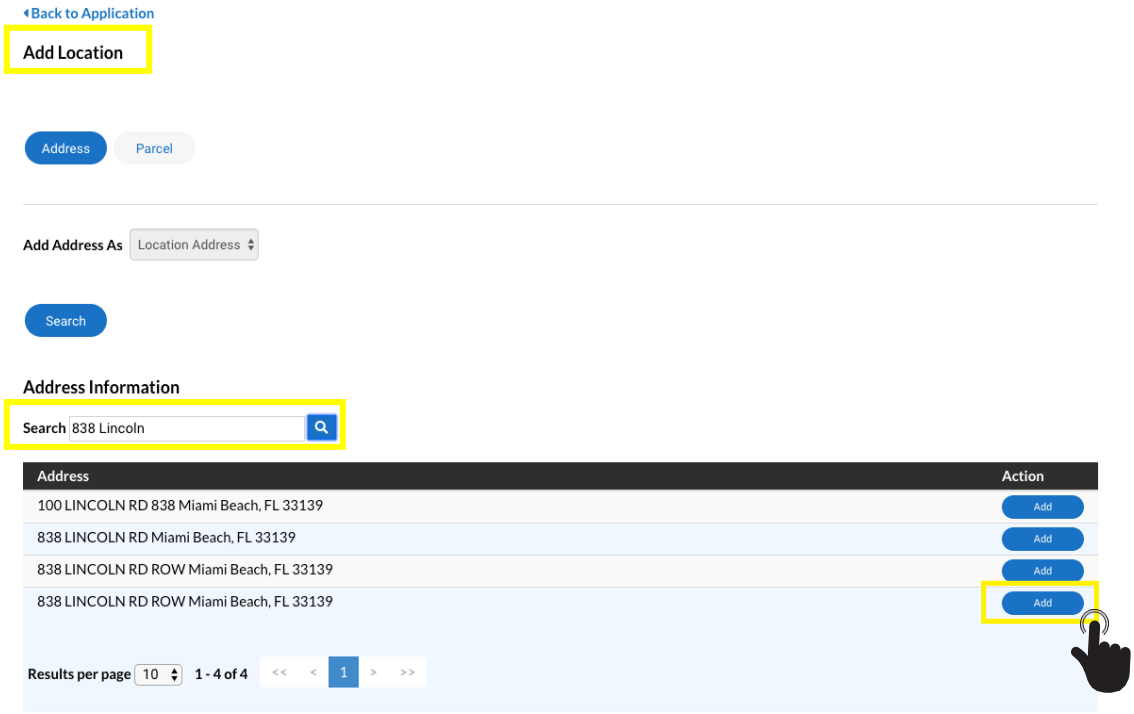


13. Locations.

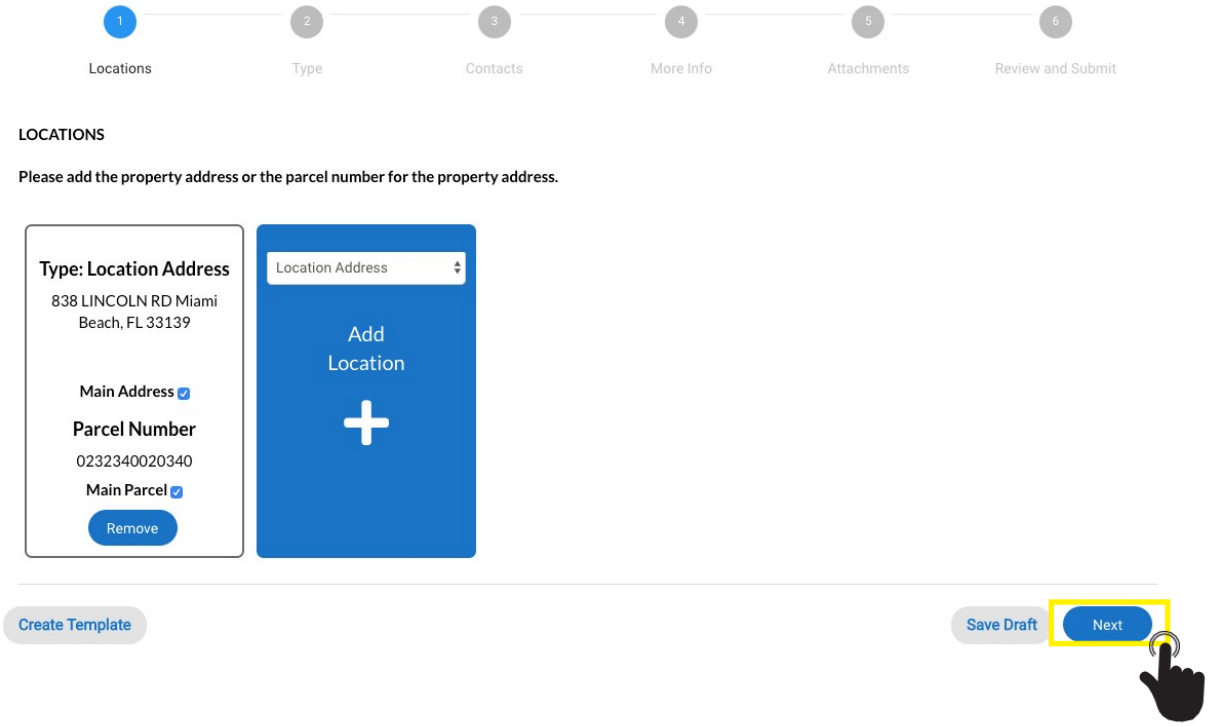
The first step in the application is entering the "**Location Address**". Click on the plus sign.



In the Search Address box, enter any part of the desired address. The more information provided, the narrower the search. The less information entered, the broader the search. Once you have typed in your address, click on "**Add**".

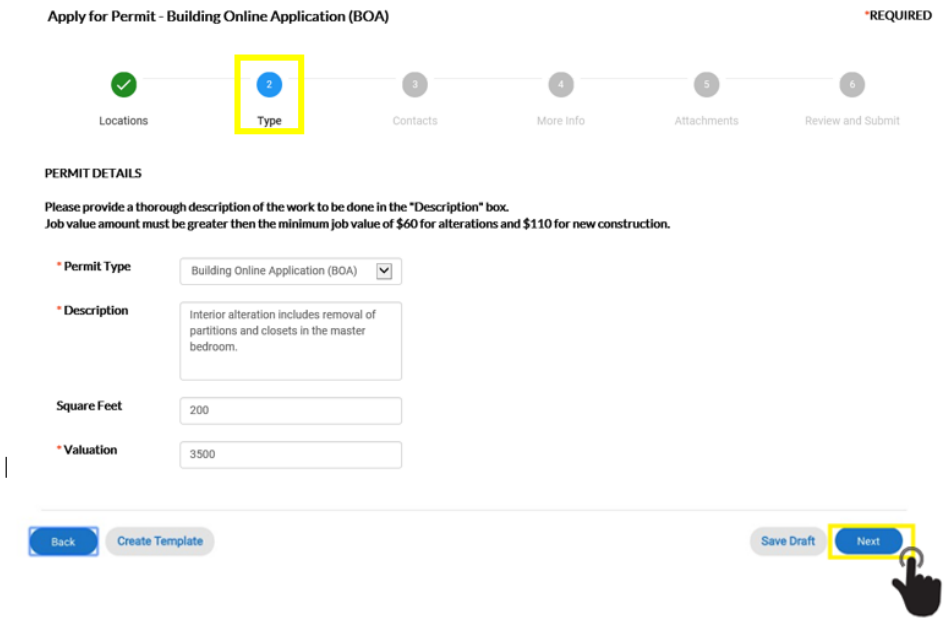


Click on "**Next**".



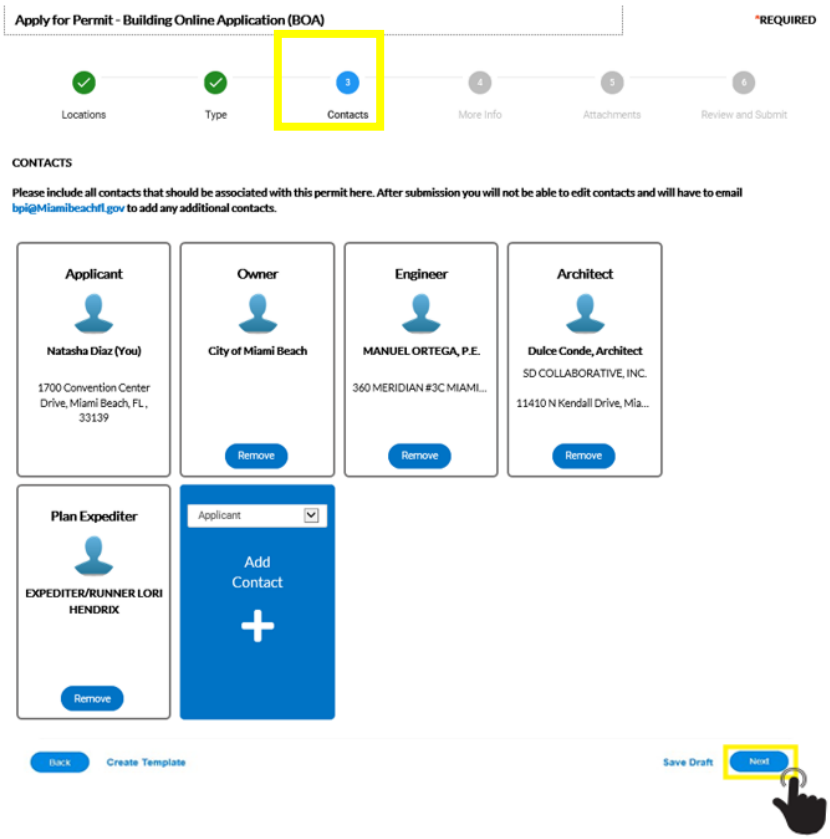
14. Permit Type and Description.

For the permit type selected, enter a complete description of the work to be done, square footage of work area (not all permit types will require this), and the job value. Required fields are noted with a red asterisk *.



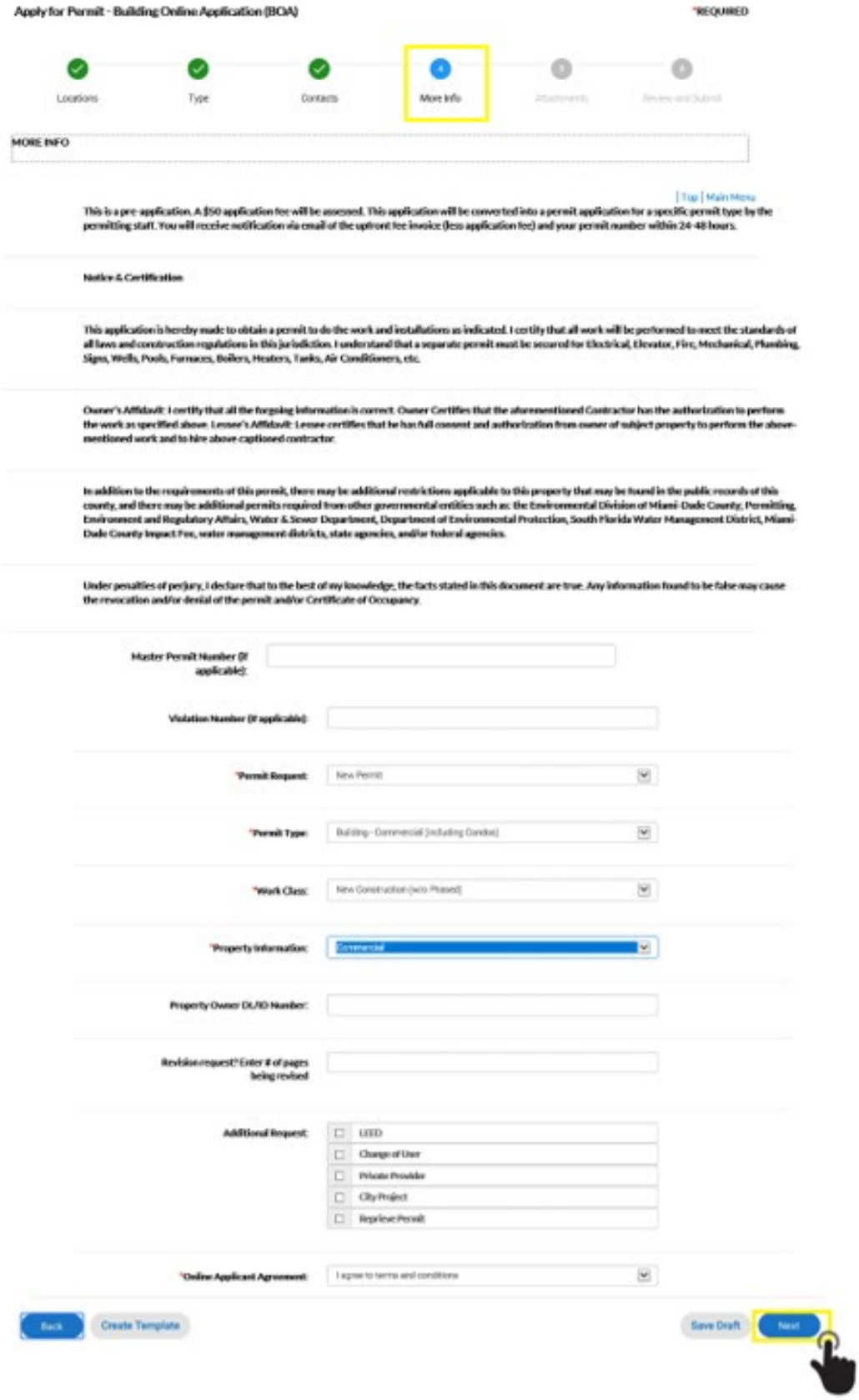
15. Contacts.

Add contacts (owner, architect, engineer, contractor, plan expediter, and all contacts the applicant will allow access to the account). The person logged in and applying for the permit will be automatically labeled as the "**Applicant**".



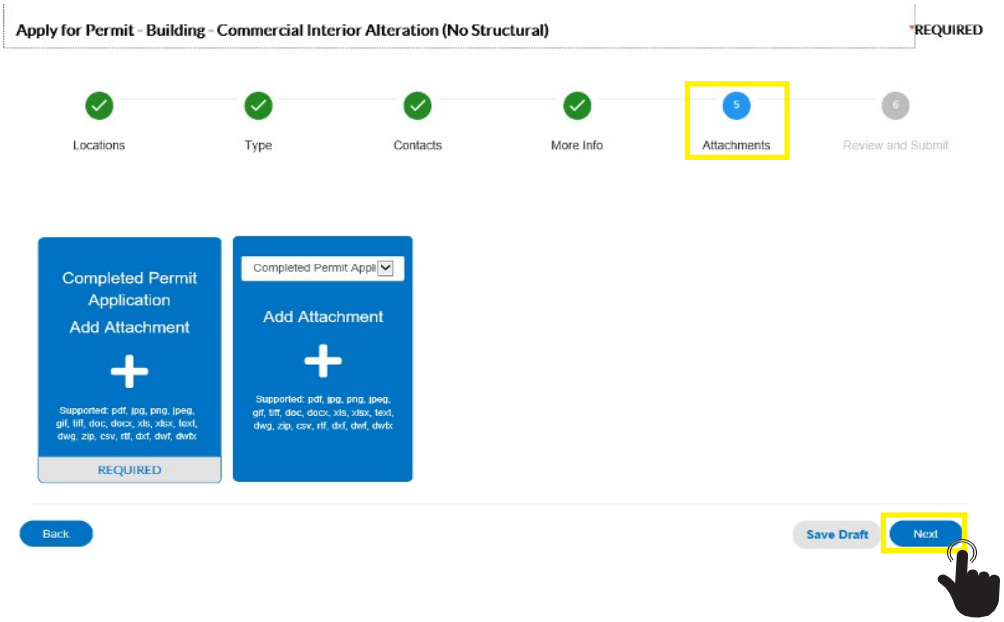
16. More Info.

The "**More Info**" section has a "**Notice & Certification**" announcement that must be read and agreed to. It also includes fields to add "**Master Permit Number**", "**Violation Number**", "**Permit Request**", "**Permit Type**", and "**Property Information**". Required fields are noted with a red asterisk *.



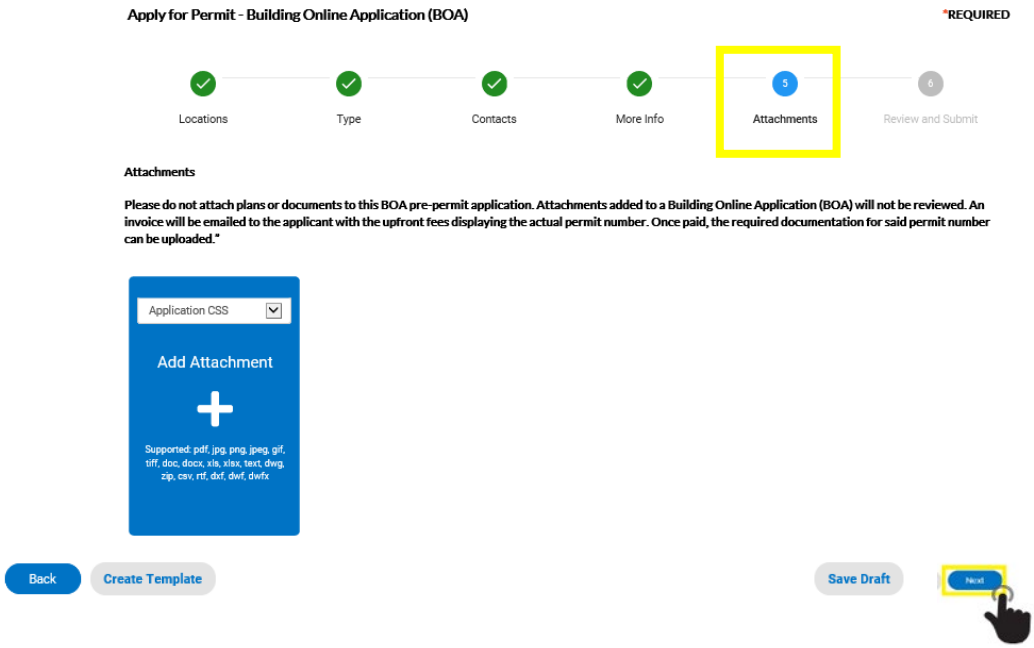
17. Attachments.

In the attachments' screen, attach the signed and notarized permit application and cost affidavit, plans and supportive documents. These can be attached only to specific permit types. Do not attach in the BPI/BOA category as files will not be reviewed here.



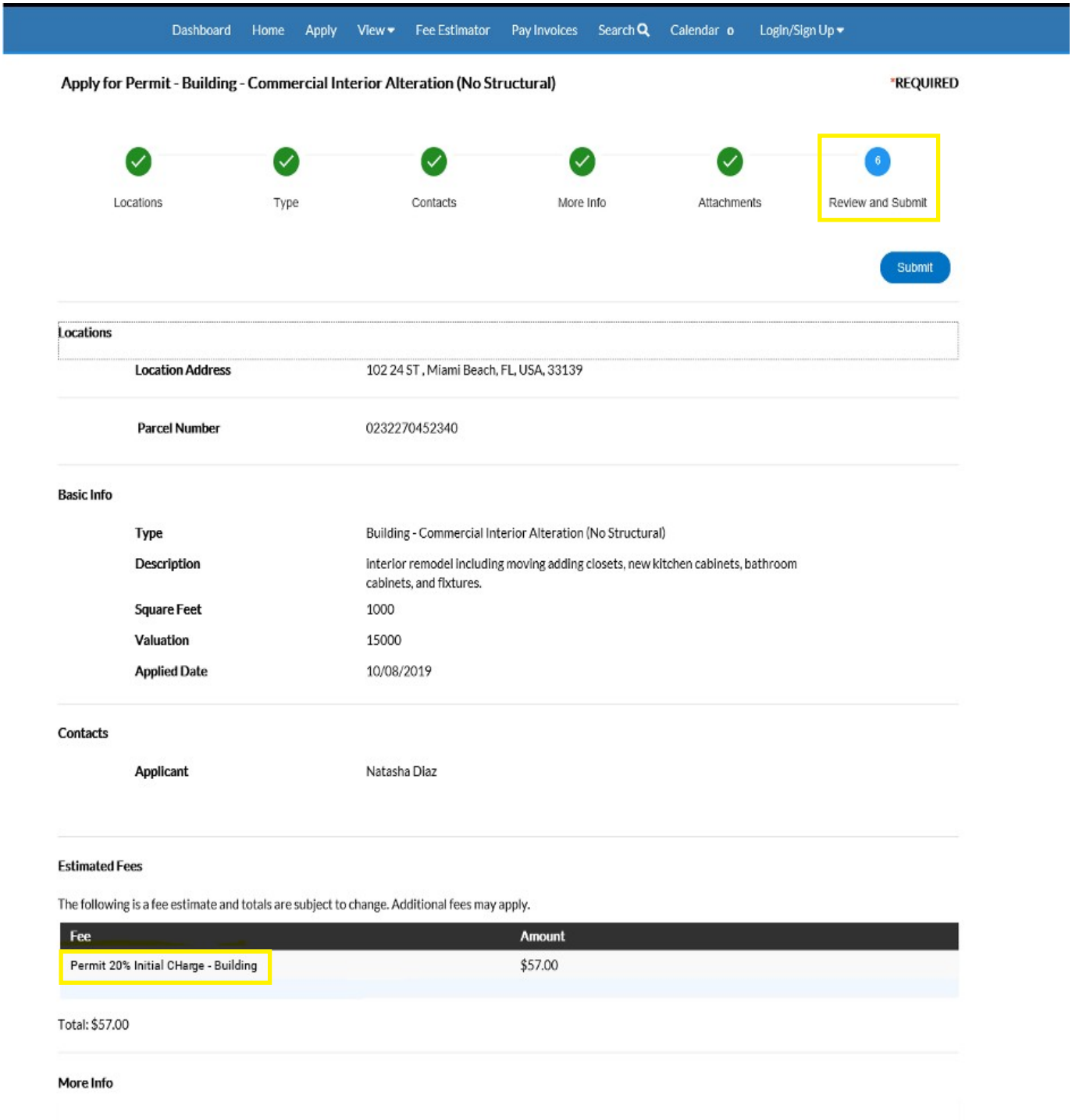
Select the correct attachment category and click "**Next**".

NOTE: In the **Building Online Application's category (BOA),** plans, application, and documentation **shall not** be uploaded. Once this application is complete online, a BOA pre-permit application number will be provided. Within 2 days, permitting staff will convert the BOA number to the actual permit being sought. An email will be sent to the applicant requesting pertinent information and will include the upfront fee's invoice. This invoice contains the actual permit number sought for. After payment is satisfied, signed and notarized permit application and cost affidavit, plans, and supportive documents can be uploaded under the actual permit number in CSS.



18. Review and Submit.

The "**Review and Submit**" screen is the final step before submission. Review that everything is correct before clicking on "**Submit**". "**Save Draft**" or "**Go Back**" if corrections are needed.



19. Review and Submit.

Apply for Permit - Building Online Application (BOA) *REQUIRED

Locations | Type | Contacts | More Info | Attachments | 6 Review and Submit

Submit

Locations

Location Address	1700 CONVENTION CENTER DR 1ST FL Miami Beach, FL 33139
Parcel Number	0232270000090

Basic Info

Type	Building Online Application (BOA)
Description	Interior alteration includes removal of partitions and closets in the master bedroom.
Square Feet	200
Valuation	3500
Applied Date	07/30/2020

Contacts

Applicant	Natasha Diaz 1700 Convention Center Drive , Miami Beach, FL, , 33139
Owner	City of Miami Beach
Engineer	MANUEL ORTEGA, P.E. 360 MERIDIAN #3C MIAMI BEACH, ,
Architect	Dulce Conde, Architect SD COLLABORATIVE, INC. 11410 N Kendall Drive , Miami, FL, , 33176
Plan Expediter	EXPEDITER/RUNNER LORI HENDRIX

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Building Online Application Fee	$50.00

Total: $50.00

More Info

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This is a pre-application. A $50 application fee will be assessed. This application will be converted into a permit application for a specific permit type by the permitting staff. You will receive notification via email of the upfront fee invoice (less application fee) and your permit number within 24-48 hours.

Notice & Certification

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction. I understand that a separate permit must be secured for Electrical, Elevator, Fire, Mechanical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners, etc.

Owner's Affidavit: I certify that all the forgoing information is correct. Owner Certifies that the aforementioned Contractor has the authorization to perform the work as specified above. Lessee's Affidavit: Lessee certifies that he has full consent and authorization from owner of subject property to perform the above-mentioned work and to hire above captioned contractor.

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as: the Environmental Division of Miami-Dade County; Permitting, Environment and Regulatory Affairs, Water & Sewer Department, Department of Environmental Protection, South Florida Water Management District, Miami-Dade County Impact Fee, water management districts, state agencies, and/or federal agencies.

Under penalties of perjury, I declare that to the best of my knowledge, the facts stated in this document are true. Any information found to be false may cause the revocation and/or denial of the permit and/or Certificate of Occupancy.

Master Permit Number (if applicable):	
Violation Number (If applicable):	
Permit Request:	New Permit
Permit Type:	Building - Commercial (including Condos)
Work Class:	New Construction (w/o Phased)
Property Information:	Commercial
Property Owner DL/ID Number:	
Revision request? Enter # of pages being revised	
Additional Request:	☐ LEED ☐ Change of User ☐ Private Provider ☐ City Project ☐ Reprieve Permit
Online Applicant Agreement:	I agree to terms and conditions

Attachments

Back | Create Template | Save Draft | Next

Once submitted for review, the system will not allow a deletion or a return to a previous screen.

IMPORTANT:

- Please allow up to 24-48 hours for the clerk's review and upfront fee invoice to be generated and emailed.
- A $50 application fee **may** be assessed on some permit applications, but it will be applied to the upfront permit fee. Fee must be paid before plan review can commence.
- Uploaded Plans to have **all security settings unrestricted**.
- Plan review will commence once the upfront fees are paid.
- Finally, after the clerk reviews for completeness, then Plan Review will commence.