

3 Times Review Meeting Request

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

Any City Department plan review which has failed three times will be stopped in the system after the current workflow is completed. The owner, architect/engineer (Design Professional who signs and seals the plans), and reviewers will need to meet with the City Department staff to review the comments. If the Owner cannot attend, a notarized letter designating her/his representative is required. All three parties must attend the meeting, or it will be postponed to a later date when all parties are available.

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 it later.

After the meeting, the corrected drawing files must be uploaded to the system. All rejection comments must be addressed, and a narrative prepared by the Design Professional shall be submitted along with the revised plans. Re-review fees will be assessed on a per trade basis.

Fill out the fields below and submit this form to: BuildingAdmin@miamibeachfl.gov.

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

EMAIL: _____

PERMIT NUMBER: _____ ADDRESS: _____

DESIGN PROFESIONAL 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) _____