

Special Inspector Notice for Special Events (TS Permits)

To: Building Official, City of Miami Beach
1700 Convention Center Drive, Second Floor
Miami Beach, FL 33139

Date: _____

RE: _____
[Name of Special Event]

[Address of Project]

[Permit No.]

Dear Building Official:

I _____ have been retained by (event's producer or his/her representative)
_____ to perform the following inspection(s):

- Tent(s)
- Stage(s)
- Platform(s)/Raised Floor(s)
- Truss Structure(s)
- Generator(s)
- Others Describe:

I acknowledge that I must perform the inspection and submit the Field Inspection Approval Form before the start of the event.

Sincerely,

Special Inspector (SIGNED AND SEALED)

License Number

NOTICE: The Field Inspection Approval Form, along with photographs of the completed installation, must be emailed to:

ChiefStructural@miamibeachfl.gov for temporary structures.

ChiefElectrical@miamibeachfl.gov for generators and other electrical installations.

Failure to submit the form before the event taken place will incur fines. If not digitally signed, the original signed and sealed inspections report must be submitted to the Building Department Administration Office (2nd floor of City Hall) to close the corresponding Special Event Permit.