



**MIAMI BEACH FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**  
1701 Meridian Ave., 2<sup>nd</sup> Floor  
Tel: 305-673-7123 , Fax: 305-673-1085  
www.miamibeachfl.gov  
**MIAMI BEACH FIRE DEPARTMENT  
OCCUPANT CONTENT APPLICATION**



BUSINESS ADDRESS: \_\_\_\_\_

FOLIO NO.: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

NAME OF PREVIOUS BUSINESS: \_\_\_\_\_

CURRENT USE: \_\_\_\_\_

PREVIOUS USE: \_\_\_\_\_

REASON FOR APPLICATION:  NEW BUSINESS: BUILDING PERMIT NO. \_\_\_\_\_  
 SPECIAL EVENT: EVENT PERMIT NO. \_\_\_\_\_  
 CERTIFICATE OF USE (NEW OR RENEWAL)  
 INCREASE / DECREASE OF OCCUPANT CONTENT  
 OTHER

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

APPLICANT PHONE NO.: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT / ENGINEER NAME: \_\_\_\_\_

ARCHITECT / ENGINEER PHONE NO: \_\_\_\_\_

**Note:** *The following documents must be submitted prior to inspection: Occupant Content fee (\$280.00), two sets of scaled floor plan to be inclusive of furniture lay out and pertinent items on provided check list. (Plans must be drawn to scale of 1/4", 1/8" or 3/16")*

**Step-by-Step Process:**

1. **Complete application and drawings must be submitted to CSS at [Civic Access \(miamibeachfl.gov\)](http://miamibeachfl.gov)**
2. **Obtain a Process number and pay occupant content fee.**
3. **Fire Dept. will contact applicant to schedule a site inspection.**
4. **Correct any and all code violations.**
5. **Occupant content will then be approved by the Fire Marshal.**
6. **Fire Dept. will then contact applicant to pick up occupant content certificate at the Fire Prevention Office.**