

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for A/C - Commercial Alteration

Plan Reviews

Building-Multiple Trades, Fire, Planning, Public Works

Inspections*

Mechanical Underground, Mechanical Rough, (Optional Roofing in progress and Final for new roof curb/curb adapter or stand) Fire Final, Planning Final, Public Works Final and Mechanical Final.

**Not all inspections listed may be required.*

PROJECTS MAY REQUIRE PLANNING BOARD APPROVAL PRIOR TO BUILDING PERMIT SUBMITTAL.

For the Planning Department Checklist, visit: www.tinyurl.com/64sdj66m

For Online Permitting Resources, visit: www.tinyurl.com/2552jdam

Required Construction Documents for Submittal: Digitally or electronically signed and sealed drawings – (Visit the Online Permitting Resource Center link noted above for instructions).

Construction Documents	Department Review
<input type="checkbox"/> Site Survey Signed & Sealed Topographic/Boundary Survey	Building, Mechanical, Planning
<input type="checkbox"/> Electrical Plans (if applicable)	Electrical
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Fire Protection Plans (if applicable)	Fire
<input type="checkbox"/> Fire Alarm Plans (if applicable)	Fire, Electrical
<input type="checkbox"/> Proposed location plan (including roof areas as needed) show location and height of equipment.	Building, Fire, Planning

** Site Plan must show setbacks, both existing and proposed structures, property lines, lot dimensions, and grade elevation as per survey. It must also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope.*

***Review of construction documents may require additional departments*

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Smoke Control (if applicable)	Fire, Mechanical
<input type="checkbox"/> Structural Calculations	Structural
<input type="checkbox"/> Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems)	Fire Marshal, Building
<input type="checkbox"/> Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required setback area	Building, Planning
<input type="checkbox"/> Stand Product Approval with specification on installations	Building, Mechanical, Structural, Planning
<input type="checkbox"/> Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)	Mechanical
<input type="checkbox"/> Details and dimensions of equipment, including screening (if applicable)	Building, Fire, Mechanical, Planning, Public Works, Structural
<input type="checkbox"/> Line of Sight Study of equipment mounted on the roof.	Planning
<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit (if applicable)	Environmental, Public Works