

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Commercial Alteration

Plan Reviews

Building-All Trades, Fire, Planning, Public Works

Inspections*

Notice Of Commencement – Certificate, Pile Log Report-Certificate, Foundation, Termite Treatment - Certificates, Slab, Under Construction - Elevation Certificate, Floodproofing Certificate - Under Construction, Columns, Beams, Framing, Columns, Drywall/Metal Lath, Trusses, Sheathing, Penetration Protection, Fire Stopping Affidavits, Preliminary Fire Safety, Final Elevation Certificate, Elevator Final, Fire Final, Final Floodproofing Certificate - Final, Planning Final, Public Works Final, Final Termite Treatment - Certificate, Final Elevation Certificate, Building Final (last inspection all others must be approved prior to scheduling). **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	All Departments
<input type="checkbox"/> Civil Plans	Public Works
<input type="checkbox"/> Architectural Plans	All Departments
<input type="checkbox"/> Structural Plans	Structural
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Elevator plans	Public Works
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Landscaping Plans	Planning
<input type="checkbox"/> Pool plans and/or Water Feature (as needed)	All Departments
<input type="checkbox"/> Fire Protection Plans	Fire

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<input type="checkbox"/> Fire Alarm Plans	Fire, Electrical
<input type="checkbox"/> Life Safety Plans	Building, Fire
<input type="checkbox"/> Plumbing Plans	Plumbing
<input type="checkbox"/> Tree survey	Urban Forestry Group

* 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.

** All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable).

***Review of construction documents may require additional departments

Supporting Documents that May be Required:

Construction Documents	Department Review
<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"/> Structural Calculations	Structural
<input type="checkbox"/> Geotechnical Report	Structural
<input type="checkbox"/> Special Inspector Forms	Structural
<input type="checkbox"/> Product Approval with specification on installations	Fire, Electrical, Mechanical, Plumbing, Structural, Planning for the location
<input type="checkbox"/> Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)	Mechanical
<input type="checkbox"/> Energy Calculation Form	Mechanical
<input type="checkbox"/> Tree Disposition (if applicable)	Urban Forestry Group
<input type="checkbox"/> Tree Protection Plan (if applicable)	Urban Forestry Group
<input type="checkbox"/> Approved Tree Removal Permit (if applicable)	Urban Forestry Group, Planning
<input type="checkbox"/> Drainage Calculations Report	Public Works
<input type="checkbox"/> Percolation Test Report	Public Works
<input type="checkbox"/> Public Works – Storm Water Utility Fee Worksheet	Public Works
<input type="checkbox"/> Fire Flow Test	Fire
<input type="checkbox"/> All proposed mechanical equipment and/or allowable encroachments within required yards shall be indicated on setbacks and floor elevation.	Planning
<input type="checkbox"/> Declaration of Restrictive Covenant (if applicable)	Planning
<input type="checkbox"/> Construction Site Sediment and Erosion Control Affidavit	Environmental

Required Additional Agency Approval

- Miami-Dade County Approval and Documents to include:
 - DERM Air Quality
 - Drainage Well Permit from DERM (if applicable)
 - DERM Sewer Capacity Certification Letter
 - WASD Ordinance 89-95 Compliance Form and proof of payment