

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Commercial Interior Alteration - Single Unit (No Structural, No exterior work)

Plan Reviews

Building, Electrical, Fire, Mechanical, Plumbing

Inspections*

Notice Of Commencement, - Certificate, Drywall/Metal Lath, Framing, Insulation Certificate, Sound Proofing/underlayment/coating, Fire Final, 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"/> Architectural Plans	All Departments
<input type="checkbox"/> Electrical Plans	Electrical
<input type="checkbox"/> Plumbing plans	Plumbing
<input type="checkbox"/> Mechanical Plans	Mechanical
<input type="checkbox"/> Fire Protection Plans	Fire
<input type="checkbox"/> Fire Alarm Plans (If applicable)	Fire, Electrical
<input type="checkbox"/> Life Safety Plans	Building, Fire

* Plans to include:

1. Show hallways and adjacent units.
2. Provide UL listing for any demising walls.

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Smoke Control (if applicable)	Fire, Mechanical
<input type="checkbox"/> Heating/Cooling Sizing Load Calculations (AC replaced not an exact changeout)	Mechanical