

MIAMI BEACH BUILDING DEPARTMENT



Permit Checklist for Building – Commercial Sign (Non-Illuminated)

Plan Reviews

Building-Multiple Trades, Planning, Public Works

Inspections*

Planning Final, Building 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	All Departments
<input type="checkbox"/> Architectural Plans	Planning, Structural
<input type="checkbox"/> Structural Plans	Structural

* 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).

*** Plans to include:

1. Details and Dimensions of proposed sign on applicable wall elevation.
2. Total square footage of sign.
3. Linear square footage of the storefront must be displayed in rendering.

Supporting Documents that May be Required:

Construction Documents	Department Review
<input type="checkbox"/> Structural Calculations	Structural
<input type="checkbox"/> Right of Way Permit (If applicable)	Public Works
<input type="checkbox"/> Copy of Business Tax Receipt (BTR)	Planning